System and Connectivity Problems

The "Responsibilities of I-Share Liaisons" document, section 2C, states, " The I-Share Liaison should see that their library establishes and maintains procedures for reporting system and connectivity problems to CARLI and local network support staff." You may want to keep a chart such as this in a centralized location, so that those who report problems can jot them down. This can also serve as a "history" to aid in future problem-solving.

Date	Nature of Problem	Who Reported It?	To Whom Was It Reported?	Resolution	✓