DocStore Steps

1. Service Type 1 is ‘Copy non-returnable’
2. Requested Delivery method must be Electronic Mail
3. In the User or Location address, DocStore must have a valid address:
   - LADD libraries: docdellibrariesaustralia@vdxhost.com
   - EAGUL: docstore_eagul@vdxhost.com
   - WAGUL: docstore_wagul@mail.vdxhost.com
   - Griffith University: gen_griffith@vdxhost.com
   - LLV: gen_llv@vdxhost.com
   - State Library of WA: gen_slwa@vdxhost.com
   - Uni of Tasmania: utas.doc@utas.edu.au
   - State Library of TAS: gen_slt@vdxhost.com
   - LCoNZ: gen_lconz@vdxhost.com
   - Te Puna: gen_nlnz@vdxhost.com
   - Uni of Auckland: gen_auckland@vdxhost.com

Steps to ensure that DocStore is not used:-

* Ensure that the DocStore field for your location is blank
* Add an ARIEL or Email address to the Addressee field
* Detail method of delivery in the Notes field of the request (optional)

Note: This is not the User or Location Notes field, but the Notes field of that particular request

Your DocStore address

The Libraries Australia Document Delivery DocStore address

docdellibrariesaustralia@vdxhost.com

Note: The DocStore field should only ever have a valid DocStore address, or be empty.