

UNCLASSIFIED

Newsletter of James White Library

Summer 1994

New series, no.5

JWL INTRODUCES REORGANIZED DEPARTMENTS

Commencing July 1, James White Library has five departments plus a new office, taking the place of eleven previous departments. The reorganization centralizes most of the "technical" functions of the library for reasons of efficiency and quality control.

To assist you in finding the "right" person for your library-related needs, here is a summary of the new departmental structure.

The **Department of Information Services**, on the main floor, absorbs most of the functions of the former Reference Department, as well as several Seminary Library functions. Staff members including telephone numbers are as follows:

6260 Department Head: Cynthia Helms
6263 General Reference: Wolfhard Touchard
3639 Judy Nelson
6267 Seminary Reference: Warren Johns
3269 Terry Robertson

The **Department of Patron Services**, located adjacent to the Circulation Desk on main floor, centralizes a variety of services to patrons including circulation, interlibrary loan, photocopier service, allocation of carrels, conference rooms, oversight of reading areas, and stack management. Staffing of the department is as follows:

3549 Department Head: Rebecca Twomley
3267 Circulation: Peggy Trimble
3506 Interlibrary Loan: Sandra White
3269 Special Services: Terry Robertson
(carrels, stack management)

DIRECTORY OF LIBRARY SERVICES

Acquisitions: Sallie Alger 6264
Adventist Heritage Center: Jim Ford . . . 3274
Architecture Resource Center:
Kathy Demsky 2418
Bibliographic Instruction: Cynthia Helms 6260

Carrel Allocation: Terry Robertson 3269
Cataloging: Esther Tyler 6262
Circulation: Peggy Trimble 3267
Collection Development:
Harvey Brenneise 6242
Director's Office: Keith Clouten 3264
Electronic Systems: Harvey Brenneise . . 6242
Interlibrary Loan: Sandra White 3506
Map Collection: Wolfhard Touchard 6263
Media Center: Jessie Oliver 6259
Meeting Rooms: April Grabast 3264
Music Materials Center: Linda Mack . . . 3114
Office Manager: April Grabast 3264
Patron Services: Rebecca Twomley . . . 3549
Periodicals Checking & Claiming:
Sharon Straw 3330
Photocopier Service: Terry Robertson . . 3269
Reference Services: Cynthia Helms . . . 6260
Seminary Reference: Warren Johns . . . 6267
Stack Management: Terry Robertson . . 3269
Technical Services: Sallie Alger 6264

The **Adventist Heritage Center**, on the ground floor, continues to function as previously:

3274 Curator: Jim Ford
3274 Brenda Coy

The **Department of Technical Services** brings together all functions related to acquisitions, cataloging, periodicals processing and claiming, and bookkeeping. The department occupies space on the north side of main floor (acquisitions and cataloging) and on ground floor (periodicals). Staff responsibilities are as follows:

6264 Department Head: Sallie Alger
3208 Acquisitions: Bernard Helms
3265 Gingerlei Tupito
6262 Cataloging: Esther Tyler
6062 Laurie Matacio
3270 Norma Greenidge
6054 Eva Visani
6054 Xiaoming Xu
6054 Thelma Gilbert

3330 Periodicals: Sharon Straw
3268 Amy McBride

The **Department of Special Collections** coordinates three separate physical units which deal with special collections:

6259 Department Head: Jessie Oliver
2418 Architecture Resource Center:
. Kathy Demsky
(Architecture Building)
3114 Music Materials Center: Linda Mack
(Music Building)
6259 The Media Center: Jessie Oliver
(Top floor of James White Library)
3272 Carol Van Arsdale

Finally, an **Office for Resources Development** has been established to manage and coordinate collection development, including both print and electronic resources. The office is under construction on the main floor, south side.

6242 Resources Development:
. Harvey Brenneise

PHOTOCOPIER SERVICE ON ALL FLOORS

Public photocopy machines will soon be available on the main floor of the James White Library. Up to this time, photocopiers have been located only on top floor and in the Periodicals Department on ground floor.

It is planned to re-locate some machines so that there will be two public coin-operated photocopiers on each floor of the building. The two main floor machines will be placed in the general reference area and the Seminary reference area respectively. We hope that the new arrangement will better meet the needs of patrons.

UNCLASSIFIED is edited and produced by the James White Library Director's Office. Published in January, February, April, May, September, October, and November. Items for inclusion should reach the Director's Office by the first working day of the month of publication.