Contacts for the Various Areas in Your Library

In order to distribute information to and solicit comments from the appropriate personnel in your library you may want to print and use the following chart. Discuss this with various departments in the library to see to whom they would best like information distributed (e.g., to head of department, or to head plus one other person . . . ?). You may find that once a couple of messages have been distributed that they should have gone to a different or additional person; jot down changes on this chart to keep it current regarding your colleagues' preferences.

Area of Responsibility	Name	Phone	Email
Acquisitions			
Cataloging			
Circulation			
Interlibrary Loan			
Notices/Overdues			
OPAC/WebVoyage			
Patron Files			
Serials			
Systems/Connectivity			
Technical Services			