

WHO TO CALL FOR WHAT

LIBRARY SUPPORT SERVICES

(OFFICE HOURS 8 - 5, Monday - Friday)

After 5 & On Weekends, Call the Circulation Desk, EXT. 4-4351

Biweekly payroll	Cheryl Drain	4-4424
Budget Director	Sheree Spoons	4-2106
Business Cards	Gail/Elizabeth	4-4424
Computer Hardware/Software	Gail Conner	4-4424
Copier Maintenance	Gail Conner	4-4424
Deposits	Cheryl Drain/Sonya Smith	4-4424
Effort Certification	Gail Conner	4-4424
Elevator Repairs – Hodges		4-6880
Day	Mike Dodson/Greg Womac	
Night (including Sunday)	Julie Miller/Becky Roller	
Saturday	Rich Hodson	
Equipment - Maintenance and Repair	Gail Conner	4-4424
Facilities/Furnishings	Terrel Whitaker	4-6894
Air handling problems	Terrel Whitaker	4-6894
Roof Leaks	Terrel Whitaker	4-6894
Faculty Performance Evaluations	Jill Keally/Gail Conner	4-4424
Family Medical Leave	Cheryl Drain	4-4424
GAs/GTAs	Cheryl Drain	4-4424
Hodges Library Access Codes	Gail Conner	4-4424
Insurance	Payroll Office	4-5251
Inventory	Elizabeth Greene	4-4424
Jury Duty	Cheryl Drain	4-4424
Keys	Cheryl Drain	4-4424
Library Vacancies Website	Dan Greene	4-6890
Maintenance/Warranties	Gail Conner	4-4424
Non-exempt Vacancies	Elizabeth Greene	4-4424
Notary Services (Library Staff Only)	Cheryl Drain	4-4424
Parking	Cheryl Drain	4-4424
Permit Renewals	Cheryl Drain	4-4424
Staff Parking Problems		
Visitor Permits		
Performance Review- Exempt/Non-Exempt	Gail Conner	4-4424
Professional Vacancies/Searches	Elizabeth Greene	4-4424
Probationary Period Performance Review	Cheryl Drain	4-4424
Promotion & Tenure, Retention	Gail Conner/Eliz Greene	4-4424
Purchase Orders/Requisitions	Gail Conner	4-4424
Resignations or Retirement	Cheryl Drain/Gail Conner	4-4424
Shipping and Receiving	Bryan Davis	4-4337
Sick Leave Bank	Cheryl Drain	4-4424
SLA Vacancies & Terminations	Cheryl/Elizabeth	4-4424
Supply Room	Gail/Elizabeth/Angela	4-4424
Supply Orders/Special Orders	Gail/Elizabeth/Angela	
Telephone Installation/Repairs	Terrel Whitaker/CDrain	4-4424
Telephone Long Distance Records & Cell phones	Cheryl Drain	4-4424
Timesheets/Leave Records/Balance	Cheryl Drain	4-4424
Travel	Eliz Greene/Sonya Smith	4-4424
Work Schedule Changes	Cheryl Drain	4-4424
Workers Compensation	Cheryl Drain	4-4424

For problems in branch libraries please contact the appropriate building representative

Branch Libraries

Ag Pendergrass Library	Allison Roberts	974-7338
Music Library	Chris Durman	974-3474
Social Work Library	Elsie Pettit	615-251-1774
Hoskins Library	Jennifer Beals	974-0014