



CONTACTS AND INFORMATION

REV. 08/2011

TOPIC	CONTACT PERSON	EMAIL	Web Address	PHONE
Administrative Policies & Procedures (Employee handbook)	UGA HR		<a href="http://askuga.uga.edu/">http://askuga.uga.edu/</a> (keyword search)	2-2222
Benefits	UGA Employee Benefits	<a href="mailto:benefits@uga.edu">benefits@uga.edu</a>	<a href="http://www.hr.uga.edu/benefits/benefits.html">http://www.hr.uga.edu/benefits/benefits.html</a>	2-2222
	Libraries' HR	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>		2-2716
Blog	Amy Watts	<a href="mailto:amywatts@uga.edu">amywatts@uga.edu</a>	<a href="http://www.libs.uga.edu/blog/">http://www.libs.uga.edu/blog/</a>	2-1114
Book Repair & Maintenance	Nan McMurry	<a href="mailto:nmcmurry@uga.edu">nmcmurry@uga.edu</a>		2-8474
Business Cards Business Card Order Form	June Bellew	<a href="mailto:jbellew@uga.edu">jbellew@uga.edu</a>	<a href="http://www.printing.uga.edu/order.html">http://www.printing.uga.edu/order.html</a> ; <i>select the Business Card link</i>	2-6967
Cataloging Questions	Debbie McAnallen	<a href="mailto:debbiemc@uga.edu">debbiemc@uga.edu</a>		3-0705
Committees – various	Contact Cmttee Heads		<a href="http://www.libs.uga.edu/staff/committees.html">http://www.libs.uga.edu/staff/committees.html</a>	2-0629
Development & Fund-raising for Libraries	Chantel Dunham	<a href="mailto:cdunham@uga.edu">cdunham@uga.edu</a>	<a href="http://www.libs.uga.edu/development/index.html">http://www.libs.uga.edu/development/index.html</a>	2-2700
Facilities, Custodial Issues	Eric Matthews Jon Purcell	<a href="mailto:matthews@uga.edu">matthews@uga.edu</a> <a href="mailto:jpur@uga.edu">jpur@uga.edu</a>	<a href="http://www.libs.uga.edu/adminservices/businesssvcs.html">http://www.libs.uga.edu/adminservices/businesssvcs.html</a>	2-0625
GALILEO access problem reporting	Diana Hartle	<a href="mailto:elibrary@uga.edu">elibrary@uga.edu</a>		
GALILEO password	Marty Hughes	<a href="mailto:mthughes@uga.edu">mthughes@uga.edu</a>	<a href="https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&amp;PAGE=REQNOBIB">https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&amp;PAGE=REQNOBIB</a>	2-1419
Gift Book Donations	Will Langford	<a href="mailto:wlangfor@uga.edu">wlangfor@uga.edu</a>	<a href="http://www.libs.uga.edu/acquisit/gifts.html">http://www.libs.uga.edu/acquisit/gifts.html</a>	2-0595
GIL Record Problems – reporting in GIL@UGA	Database Maintenance		<a href="http://www.libs.uga.edu/catalog/dbm/error.html">http://www.libs.uga.edu/catalog/dbm/error.html</a>	2-0590
GRAPEVINE (Libraries' listserv)	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>		2-2716
Graphics assistance for departmental publicity	Diane Trap	<a href="mailto:dtrap@uga.edu">dtrap@uga.edu</a>		2-7520
Hours Information (Main & Science) Hours Information (MLC)	Danny Bridges	<a href="mailto:dbridges@uga.edu">dbridges@uga.edu</a>	<a href="http://www.libs.uga.edu/access_services/hours.html">http://www.libs.uga.edu/access_services/hours.html</a>	2-7501
	Shannon Bennett	<a href="mailto:sbennett@uga.edu">sbennett@uga.edu</a>	<a href="http://www.mlc.uga.edu/hours/index.html">http://www.mlc.uga.edu/hours/index.html</a>	2-7000
Inclement Weather & University Closings	<b>AM:</b> 960 and 1340; <b>FM:</b> 88.9, 90.5, 91.7, 97.9, 102.1, 103.7 ,106.1		<a href="http://www.uga.edu/student/nutshell3#closing.html">http://www.uga.edu/student/nutshell3#closing.html</a> – <i>Scroll down to Campus Closing</i>	
Job listings - Libraries	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/humres/jobs/index.html">http://www.libs.uga.edu/humres/jobs/index.html</a>	2-2716
Job listings - Campus	UGA HR	<a href="mailto:employ@uga.edu">employ@uga.edu</a>	<a href="http://www.hr.uga.edu/recruitment/employment/Employment.html">http://www.hr.uga.edu/recruitment/employment/Employment.html</a>	2-2222
Keys	Becky Wortham	<a href="mailto:bwortham@uga.edu">bwortham@uga.edu</a>		2-2065
Leave Usage Guidelines Family & Medical Leave Act Shared Leave Program	Ask UGA		<a href="http://askuga.uga.edu/">http://askuga.uga.edu/</a> (keyword search = leave) <a href="http://www.hr.uga.edu/fmla/fmla_intro.html">http://www.hr.uga.edu/fmla/fmla_intro.html</a> <a href="http://askuga.uga.edu/default.asp?id=962&amp;SID=&amp;Lang=1">http://askuga.uga.edu/default.asp?id=962&amp;SID=&amp;Lang=1</a>	2-2222

TOPIC	CONTACT PERSON	EMAIL	Web Address	PHONE
Logo Usage and Design	Jean Cleveland	<a href="mailto:jclevela@uga.edu">jclevela@uga.edu</a>	<a href="http://www.libs.uga.edu/logos/">http://www.libs.uga.edu/logos/</a>	2-8079
Online Orientation for New Hires – UGA Orientation PowerPoint for New Hires - Libs	UGA Training & Deve. Jan Hudson	<a href="mailto:training@uga.edu">training@uga.edu</a> <a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.hr.uga.edu/ori/orient.html">http://www.hr.uga.edu/ori/orient.html</a> <a href="http://www.libs.uga.edu/humres/training/newhireorientation.ppt">http://www.libs.uga.edu/humres/training/newhireorientation.ppt</a>	2-7062 2-2716
Payroll, Leave Accrual, Kronos Time and Attendance System Online leave balance verification.	Betty Mayweather UGA Self Service Website	<a href="mailto:bettemay@uga.edu">bettemay@uga.edu</a>	<a href="http://www.libs.uga.edu/adminservices/businesssvcs.html">http://www.libs.uga.edu/adminservices/businesssvcs.html</a> <a href="https://employee.uga.edu/FacStaff/index.jsp">https://employee.uga.edu/FacStaff/index.jsp</a>	2-0651
Performance Evaluation	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/staff/appraisal.html">http://www.libs.uga.edu/staff/appraisal.html</a>	2-2716
Personnel Concerns/Issues	Unit/Dept. Supervisors Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>		2-2716
Phone List for Libraries	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/staff_directory/index.html">http://www.libs.uga.edu/staff_directory/index.html</a>	2-2716
Reference Questions - Remote	Lynn Cahoon		<a href="http://www.libs.uga.edu/askaquestion/index.html">http://www.libs.uga.edu/askaquestion/index.html</a>	
Security Concerns/Issues	Jon Purcell Eric Matthews Shannon Bennett (MLC)	<a href="mailto:jpur@uga.edu">jpur@uga.edu</a> <a href="mailto:matthews@uga.edu">matthews@uga.edu</a> <a href="mailto:sbennet@uga.edu">sbennet@uga.edu</a>	<a href="http://www.libs.uga.edu/access_services/security/index.html">http://www.libs.uga.edu/access_services/security/index.html</a> <a href="http://www.mlc.uga.edu/about/safety.html">http://www.mlc.uga.edu/about/safety.html</a>	2-3256 2-7000
Staff Resources Website (staff handbook)	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/staff/index.html">http://www.libs.uga.edu/staff/index.html</a>	2-2716
Stamps (postage) for Sale	MacKenzie Haring	<a href="mailto:remember@uga.edu">remember@uga.edu</a>		2-6098
Student Assistant Hiring & Payroll FWS Student Assistant Hiring & Payroll	Lucille Davis Becky Wortham UGA Career Center	<a href="mailto:ldavis@uga.edu">ldavis@uga.edu</a> <a href="mailto:bwortham@uga.edu">bwortham@uga.edu</a> <a href="mailto:career@uga.edu">career@uga.edu</a>	<a href="http://www.libs.uga.edu/staff/studentproc.html">http://www.libs.uga.edu/staff/studentproc.html</a> <a href="http://www.career.uga.edu/students/dawgtrak.html">http://www.career.uga.edu/students/dawgtrak.html</a>	2-0660 2-2605 2-3375
Subject Specialists List			<a href="http://www.libs.uga.edu/colldev/select.html">http://www.libs.uga.edu/colldev/select.html</a>	
Suggest a Book Purchase			<a href="http://www.libs.uga.edu/faq/order.html">http://www.libs.uga.edu/faq/order.html</a>	
Systems Support and Problem Reporting	Systems Staff (various)		<a href="https://getd.libs.uga.edu/tracker/helpdesk/">https://getd.libs.uga.edu/tracker/helpdesk/</a>	
Telephone Issues	Margaret Hale	<a href="mailto:mshale@uga.edu">mshale@uga.edu</a>		2-0621
Training and Development (Libraries) Training and Development (Campus)	Jan Hudson UGA Training & Dev.	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/humres/training/index.html">http://www.libs.uga.edu/humres/training/index.html</a> <a href="http://www.hr.uga.edu/careerdev/career.html">http://www.hr.uga.edu/careerdev/career.html</a>	2-7062
Travel	Becky Wortham Connie Fuchs	<a href="mailto:bwortham@uga.edu">bwortham@uga.edu</a> <a href="mailto:cfuchs@uga.edu">cfuchs@uga.edu</a>	<a href="http://www.libs.uga.edu/humres/training/travelguidelines.html">http://www.libs.uga.edu/humres/training/travelguidelines.html</a>	2-2605 2-0622
UGA Tuition assistance program (TAP)	Jack Pannecoucke UGA TAP Coordinator	<a href="mailto:jep@uga.edu">jep@uga.edu</a>	<a href="http://www.reg.uga.edu/facultyStaffServices/tap">http://www.reg.uga.edu/facultyStaffServices/tap</a>	3-8162
Website (Libraries)	Deborah Stanley	<a href="mailto:dstanley@uga.edu">dstanley@uga.edu</a> ,	<a href="http://www.libs.uga.edu/">http://www.libs.uga.edu/</a>	2-0656
Workers' Compensation	Jan Hudson	<a href="mailto:libjobs@uga.edu">libjobs@uga.edu</a>	<a href="http://www.libs.uga.edu/staff/workerscompguidelines.pdf">http://www.libs.uga.edu/staff/workerscompguidelines.pdf</a>	2-2716
Your Library Account	Danny Bridges	<a href="mailto:dbridges@uga.edu">dbridges@uga.edu</a>	<a href="https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&amp;PAGE=pbLogon">https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&amp;PAGE=pbLogon</a>	2-3256