



CONTACTS AND INFORMATION

REV. 11/09

TOPIC	CONTACT PERSON	EMAIL	Web Address	PHONE
Administrative Policies & Procedures (Employee handbook)	UGA HR		http://askuga.uga.edu/ (keyword search)	2-2222
Benefits	UGA Employee Benefits Libraries' HR	benefits@uga.edu libjobs@uga.edu	http://www.hr.uga.edu/benefits/benefits.html	2-2222 2-2716
Blog	Amy Watts	amywatts@uga.edu	http://www.libs.uga.edu/blog/	2-1114
Book Repair & Maintenance	Nan McMurry	nmcmurry@uga.edu		2-8474
Business Cards Business Card Order Form	June Bellew	jbellew@uga.edu	http://www.printing.uga.edu/order.html ; <i>select the Business Card link</i>	2-6967
Cataloging Questions	Debbie McAnallen	debbiemc@uga.edu		3-0705
Committees – various	Florence King	fkking@uga.edu	http://www.libs.uga.edu/staff/committees.html	2-0629
Development & Fund-raising for Libraries	Chantel Dunham	cdunham@uga.edu	http://www.libs.uga.edu/development/index.html	2-2700
Events Calendar	Jean Cleveland	libnews@uga.edu	http://www.libs.uga.edu/events	2-8079
Facilities, Custodial Issues	Eric Matthews	matthews@uga.edu	http://www.libs.uga.edu/adminservices/businesssvcs.html	2-0625
GALILEO access problem reporting	Diana Hartle	elibrary@uga.edu		
GALILEO password	Marty Hughes	mthughes@uga.edu	https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=REQNOBIB	2-1419
Gift Book Donations	Will Langford	wlangfor@uga.edu	http://www.libs.uga.edu/acquisit/gifts.html	2-0595
GIL Record Problems – reporting in GIL@UGA	Database Maintenance		http://www.libs.uga.edu/catalog/dbm/error.html	2-0590
GRAPEVINE (Libraries' listserv)	Jan Hudson	libjobs@uga.edu		2-2716
Graphics assistance for departmental publicity	Diane Trap	dtrap@uga.edu		2-7520
Hours Information (Main & Science)	Danny Bridges	dbridges@uga.edu	http://www.libs.uga.edu/access_services/hours.html	2-7501
Hours Information (MLC)	Shannon Bennett	sbennett@uga.edu	http://www.mlc.uga.edu/hours/index.html	2-7000
Inclement Weather & University Closings	AM: 960 and 1340; FM: 88.9, 90.5, 91.7, 97.9, 102.1, 103.7, 106.1		http://www.uga.edu/student/nutshell3#closing.html – <i>Scroll down to Campus Closing</i>	
Job listings - Libraries	Jan Hudson	libjobs@uga.edu	http://www.libs.uga.edu/humres/jobs/index.html	2-2716
Job listings - Campus	UGA HR	employ@uga.edu	http://www.hr.uga.edu/recruitment/employment/employment.html	2-2222
Keys	Becky Wortham	bwortham@uga.edu		2-2065
Leave Usage Guidelines Family & Medical Leave Act Shared Leave Program	Ask UGA		http://askuga.uga.edu/ (keyword search = leave) http://www.hr.uga.edu/fmla/fmla_intro.html http://askuga.uga.edu/default.asp?id=962&SID=&Lang=1	2-2222

TOPIC	CONTACT PERSON	EMAIL	Web Address	PHONE
Logo Usage and Design	Jean Cleveland	jclevela@uga.edu	http://www.libs.uga.edu/logos/	2-8079
Online Orientation for new employees	Jan Hudson	libjobs@uga.edu	http://www.hr.uga.edu/ori/orient.html	2-2716
Payroll, Leave Accrual, Timesheets, Calendars Online leave balance verification.	Betty Mayweather	bettymay@uga.edu	http://www.libs.uga.edu/adminservices/businesssvcs.html https://employee.uga.edu/FacStaff/index.jsp - Login with your UGA MyID name and password. Select "My Leave Balances" from the left navigation bar	2-0651
Performance Evaluation	Florence King Jan Hudson	libjobs@uga.edu	http://www.libs.uga.edu/staff/appraisal.html	2-0629 2-2716
Personnel Concerns/Issues	Florence King Jan Hudson	fking@uga.edu jd237@uga.edu		2-0629 2-2716
Phone List	Jan Hudson	libjobs@uga.edu	http://www.libs.uga.edu/staff_directory/index.html	2-2716
Reference Questions - Remote	Lynn Cahoon		http://www.libs.uga.edu/askaquestion/index.html	
Security Concerns/Issues	Jon Purcell Tom Frieling	jpur@uga.edu tfrielin@uga.edu	http://www.libs.uga.edu/access_services/security/index.html	2-3256
Staff Resources Website (staff handbook)	Jan Hudson	libjobs@uga.edu	http://www.libs.uga.edu/staff/index.html	2-2716
Stamps (postage) for Sale	Kat Hart	kahart@uga.edu		2-3836
Student Assistant Hiring & Payroll FWS Student Assistant Hiring & Payroll	Lucille Davis Becky Wortham UGA Career Center	ldavis@uga.edu bwortham@uga.edu career@uga.edu	http://www.libs.uga.edu/staff/studentproc.html http://www.career.uga.edu/students/dawgtrak.html	2-0660 2-2605 2-3375
Subject Specialists List			http://www.libs.uga.edu/colldev/select.html	
Suggest a Book Purchase			http://www.libs.uga.edu/faq/order.html	
Systems Support and Problem Reporting	Systems Staff (various)		http://lotus.libs.uga.edu/techsupport/	
Telephone Issues	Margaret Hale	mshale@uga.edu		2-0621
Training and Development (Libraries)	Florence King	fking@uga.edu	http://www.libs.uga.edu/humres/training/index.html	2-0629
Training and Development (Campus)	UGA Training & Dev.		http://www.hr.uga.edu/careerdev/career.html	2-7062
Travel	Becky Wortham Connie Fuchs	bwortham@uga.edu cfuchs@uga.edu	http://www.libs.uga.edu/humres/training/travelguidelines.html	2-2605 2-0622
Tuition assistance program (TAP)	Margaret Hale	mshale@uga.edu	http://www.libs.uga.edu/staff/tuition.html	2-0621
Website	Deborah Stanley	dstanley@uga.edu ,	http://www.libs.uga.edu/	2-0656
Workers' Compensation	Jan Hudson	libjobs@uga.edu	http://www.hr.uga.edu/work_comp_guidelines.html	2-2716
Your Library Account	Danny Bridges	dbridges@uga.edu	https://gil.uga.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon	2-3256