GETTING STARTED: HELPFUL PHONE NUMBERS FOR 2003-04

CLASSROOM/RESEARCH NEEDS
Bookstore, Sayles-Hill
Textbook Manager: Brendan Etter, x4164
   email better@acs.carleton.edu
Book orders for personal/professional use:
   Joel Leake, x4153,
   email jleake@carleton.edu
Office supply questions and special orders:
   Julie Daley, x4147,
   email jdaley@acs.carleton.edu
Assistant Manager/Computer Needs: John Ruhland
   x4149, email: jruhland@acs.carleton.edu
Caps/Gowns, regalia: Carleen Thurnblad,
   x4148, Email: cthurnbl@acs.carleton.edu

Printing and Mailing Services, Leighton 128
Printing/duplicating: Loretta Springer
   x4186
Classroom Technologies:
   Service request line, x7070,
   Service request email: classrooms@carleton.edu
   AV and Computer Projection Coordinator: Jim Pierrt, x7006
Perelman Center for Learning and Teaching (LTC), Willis Hall
Coordinator: Mary Savina, email: msavina, x4191
Assist. to the Coordinator: Jennifer Cox Johnson,
   email: jcoxjohn, x4192
Laurence McKinley Gould Library
College Librarian: Sam Demas,
   email: sdemasa, x4267
Collection development: Kathy Tezla,
   email: ktezlax, x5447
Reference & instruction: Carolyn Sanford,
   email: csanford@acs.carleton.edu
Reference liaisons:
   Reference desk: x4264
   Arts, languages, literature:
      Mollie Freier, email: mfreier, x7105
   Humanities and Math and computer science:
      Heather Tompkins, email: htompkin, x4264
   Natural sciences:
      Charles Priore, email: cpriore, x4415
   Social sciences:
      Carolyn Sanford, email: csanford, x4266
   Reserve reading: Vonnie Otto, e-mail: vottle, x4272
Media Services, Video tape and film library; non-classroom visual assistance, Scoville
   Director: Paul Hager x5926
   Manager: Pamela Bruce, x5433
   Front desk: x4023
   Equipment/editing services: x5434
Registrar, Laird 7
   Room reservations: Ann May, x4289
   Registration and grades: Evelyn Johnson, x4288

COMPUTERS: Information Technology Services
Director: Joel Cooper, x4077,
   email: jcooper@acs.carleton.edu
Assoc. Director for Academic Computing: Andrea Nixon,
   x4043, email: anixon@carleton.edu
   Arts, performance and recreation: Lewis Weinberg
   email: lweinber, x4707
   Languages and literatures: Carly Born
   email: cborn, x7010
   Natural sciences: Doug Foxgrover, email: sfox, x4037
   Social sciences and humanities: Paula Lackie
   email: plackie, x5607

HUMAN RESOURCES AND BUSINESS OFFICE
Human Resources, Strong House
   Benefits: Linda Laughlin, x5989
Business Office, Leighton 109
   Faculty Development Account:
      Susan Benson, x5990
Payroll Specialists:
   Barbara Harden, Leighton 110, x4176
   Julie Vossen, Leighton 110, x4283

CUSTODIAL/FACILITIES
Custodial Services: x4133
   Maintenance/Facilities: x4133
   For more information on these services, consult the online directory:
      http://www.carleton.edu/campus/directory/

RECREATION/FREE TIME
Acting in the Community Together (ACT), Sayles-Hill 162
   Service learning & community service opportunities
   ACT Coordinator: Candace Laught, x4028
Campus Activities, Sayles-Hill 150
   Student organizations, program planning, general information
   Director: Robin Hart, x4155
   Room reservations for special events:
      Stephanie Huston, x7185
Recreational Sports
   Director and Manager of the Recreation Center:
      Terry Rivers, x4483
Open Gym Hours
   Rec Center: x4487
   Cowling: x4431
   West Gym: x4159
   Reserving a Gym Locker
      Stadium Custodian: Jack Ranslow, x4049
      West Gym Custodian: Steve Nesseth, x4436
Ticket Reservations for Theater/Concerts: x4471
   Music Event Hotline: x4350
   Gao Hong, Performance Activities Coord.: x4475

SECURITY SERVICES, Sayles-Hill 205
   Emergencies: x4444
   Non-emergencies: x4452
   Parking Permit/Transportation Coordinator:
      Marilyn Hollinger, x4443

SENDING/RECEIVING INFORMATION
Mailing Services, Leighton 128
   UPS/USPS/FAXing: Nancy Sweeney, x4187
   Faculty can receive FAXes at (507) 646-4204
Post Office, Sayles-Hill 101
   Post Office Supervisor: Julia H. Burmesch, x7728
   email: jburmesch@acs.carleton.edu
   Telecommunications, Laird 6
   Problems with voice mail or with your phone:
      Telecommunications office, x5422