

CONTACTS AT 4CLS

April 2016

SERVICE		Contact Name	Email	Phone: (607) 723- 8236
Acquisitions / Ordering		Jaclyn Praskavich	JPraskavich@4cls.org	Ext. 363
		Dannielle Swart	DSwart@4cls.org	Ext. 362
Advocacy	Campaigns & Legislative Information	Steve Bachman	SBachman@4cls.org	Ext. 301
Agencies and Institutions, Services to		See Outreach Services		
Alarm Codes (to report Changes)		See Deliveries		
Annual Report	4CLS (printed)	Sherry Gorman	SGorman@4cls.org	Ext. 305
	NY State / Filing	Eve Randall	ERandall@4cls.org	Ext. 330
Audiobooks, Downloadable		See Download Zone		
Automated System	Agreements / Contracts	Steve Bachman	SBachman@4cls.org	Ext. 301
	Automation Services	Emergencies	(607) 722-1948, option 1	
		Non-critical	(607) 722-1948, option 2	
			automation@4cls.org	
	Circulation / Patron Registration		circulation@4cls.org	
	Database maintenance		collectionsservices@4cls.org	
	Directors Station		dstation@4cls.org	
	Duplicate Records		collectionsservices@4cls.org	
	Email Accounts		automation@4cls.org	
Enterprise site support		enterprise@4cls.org		

Automated System (cont.)	EnvisionWare	See EnvisionWare		
	Equipment Problems	Emergencies	(607) 722-1948, option 1	
		Non-critical	(607) 722-1948, option 2	
			automation@4cls.org	
	Network Connectivity	Emergencies	(607) 722-1948, option 1	
		Non-critical	(607) 722-1948, option 2	
			automation@4cls.org	
	PC Reseller Program		reseller@4cls.org	
	Policy Changes		policy@4cls.org	
	RAPAS Visits		automation@4cls.org	
Reports & Statistics		reports@4cls.org		
Serials Control		serialscontrol@4cls.org		
Barcodes (orders)		See Ordering		
Billing, Library		Eve Randall	ERandall@4cls.org	Ext. 330
Bookkeeping		Eve Randall	ERandall@4cls.org	Ext. 330
Buildings	Construction Grants	Steve Bachman	SBachman@4cls.org	Ext. 301
	Planning / Ideas	Steve Bachman	SBachman@4cls.org	Ext. 350
Cataloging	Bibliographic / Title Records	Emily Creo	ECreo@4cls.org	Ext. 385
	Duplicate Records		collectionsservices@4cls.org	
	Original Cataloging	Emily Creo	ECreo@4cls.org	Ext. 385
	Physical Processing (labels, RUSH, etc.)	Megan Biddle	MBiddle@4cls.org	Ext. 360
Continuing Education (CE)		See Training		
Charters, Library		Steve Bachman	SBachman@4cls.org	Ext. 301
Children's Programs		Sarah Reid	sreid@4cls.org	Ext. 350

Circuit Programs	Coordination / General Questions		circuits@4cls.org	
	Joining / New Members	Laura Henry	LHenry@4cls.org	Ext. 366
	Canceling	Laura Henry	LHenry@4cls.org	Ext. 366
Circulation	Problems		circulation@4cls.org	
	Reports		reports@4cls.org	
	Training	See Training		
Collection Development	Adult / Weeding	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Audiovisual	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Juvenile / Weeding	Sarah Reid	sreid@4cls.org	Ext. 350
Collection Services	Information	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Support		collectionsservices@4cls.org	
Commissioners' Regulations		Steve Bachman	SBachman@4cls.org	Ext. 301
Computer Emergencies		See Automated System		
Computer Help Desk		See Automated System		
Computer Training		See Training		
Confidentiality of Library Records		See Library Records		
Cybermobile		See Outreach Services		
Database Maintenance	Bibliographic / Title Records		titlerecords@4cls.org	
	Patron Registration		automation@4cls.org	
Database Subscriptions (Research Center, NOVELny, etc.)	Information	Brian Lee	BLee@4cls.org	Ext. 304
	Support		researchcenter@4cls.org	
Deliveries	Schedules	Jeff Jeffords	JJeffords@4cls.org	Ext. 380

	To Report Changes (keys, alarm codes, etc.)	Jeff Jeffords	JJeffords@4cls.org	Ext. 380
Directors, How to Hire		Steve Bachman	SBachman@4cls.org	Ext. 301
Directors Station		Steve Bachman	SBachman@4cls.org	Ext. 301
			dstation@4cls.org	
Directory Changes (hours, staff, etc.)			enterprise@4cls.org	
Disabled, Services to		See Outreach Services		
Donations (materials, gift books, etc.)		See Cataloging		
Download Zone (audiobooks & eBooks)	Information	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Support		downloadzone@4cls.org	
Education Laws		Steve Bachman	SBachman@4cls.org	Ext. 301
EnvisionWare	Information	Steve Bachman	SBachman@4cls.org	Ext. 301
	Support		envwsupport@4cls.org	
Equipment Loan	Die cut machine	Sarah Reid	sreid@4cls.org	Ext. 350
	Laptops / Traveling classroom		travelingclassroom@4cls.org	
	Movie Projector	Sherry Gorman	SGorman@4cls.org	Ext. 305
	Public Address System	Sherry Gorman	SGorman@4cls.org	Ext. 305
	Video Projector	Sherry Gorman	SGorman@4cls.org	Ext. 305
E-rate Program		Eve Randall	ERandall@4cls.org	Ext. 330
Events Calendar		Sarah Reid	sreid@4cls.org	Ext. 350
Funding and Governance		Steve Bachman	SBachman@4cls.org	Ext. 301
Going to the Voters		See Charters, Library		

Grants / Funding Sources	Construction Grants, NY State	Steve Bachman	SBachman@4cls.org	Ext. 301
	Research, Writing, Development	Steve Bachman	SBachman@4cls.org	Ext. 301
Insurance	Building and Contents	Eve Randall	ERandall@4cls.org	Ext. 330
	Errors and Omissions	Eve Randall	ERandall@4cls.org	Ext. 330
Interlibrary Loan (ILL)	Library-to-Library ILL	Steve Bachman	SBachman@4cls.org	Ext. 350
	Out-of-System ILL / BARC	Steve Bachman	SBachman@4cls.org	Ext. 350
	Salmon Forms	Sherry Gorman	SGorman@4cls.org	Ext. 332
Internet Services	4CLS Email		automation@4cls.org	
	4CLS-hosted Email Lists & Subscriptions		automation@4cls.org	
	Domain Names		automation@4cls.org	
	Websites	See Websites		
Intranet	See Websites			
General Information			contactus@4cls.org	
Keys (to report changes)	See Deliveries			
Laws, Library	Steve Bachman	SBachman@4cls.org		Ext. 301
Library Cards - Ordering	See Ordering			
Library Make-overs	See Buildings			
Library Services - Consulting	See Buildings			
Literacy Programs (adult, children, or families)	Sarah Reid	Sreid@4cls.org		Ext. 350
LLSA (Local Library Services Act)	Eve Randall	ERandall@4cls.org		Ext. 330
Long-range Planning	See Strategic Planning			

Meeting Room Reservations at 4CLS		Sherry Gorman	SGorman@4cls.org	Ext. 332
Minimum Standards, NY State		Steve Bachman	SBachman@4cls.org	Ext. 301
New Director Orientation		Steve Bachman	SBachman@4cls.org	Ext. 301
Newsletter	Articles / Editor	Steve Bachman	SBachman@4cls.org	Ext. 301
	Mailing list	Steve Bachman	SBachman@4cls.org	Ext. 301
NOVELny		See Database Subscriptions		
Online Contracts		See Automated System		
Ordering	Barcodes (item)		barcodelabels@4cls.org	
	Barcodes (patron)		barcodelabels@4cls.org	
	Books, Audiovisual, etc.	See Acquisitions		
	Library Cards		patroncards@4cls.org	
	PC Equipment	See Automated System		
Outreach Services		Sarah Reid	SReid@4cls.org	Ext. 350
PC Reseller Program		See Automated System		
PC Technical Support		See Automated System		
Processing, Physical		Megan Biddle	MBiddle@4cls.org	Ext. 360
Professional Collection		<i>Materials are listed in the database</i>		
Programs		Sarah Reid	SReid@4cls.org	Ext. 350
Publicity / Public Relations		Steve Bachman	SBachman@4cls.org	Ext. 301
Puppets and Props		Ann Ziemba	AZiemba@4cls.org	Ext. 324
Quarterly Visits (RAPAS)		See Automated System		
Rare Book Preservation		Laura Henry	LHenry@4cls.org	Ext. 366
RAPAS Contracts		See Automated System		
Research Center		See Database Subscriptions		
Rural Underserved, Services to		See Outreach Services		
Rush Processing		See Cataloging		
School District Libraries		See Charters, Library		

Serials Control		See Automated System		
Space Planning		See Buildings		
State Aid		Steve Bachman	SBachman@4cls.org	Ext. 301
Story Times		Sarah Reid	SReid@4cls.org	Ext. 350
Strategic Planning		Steve Bachman	SBachman@4cls.org	Ext. 301
Technical Services		See Collection Services		
Time-Warner / Road Runner			automation@4cls.org	
Training	Acquisitions / Ordering	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Barcoding	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Circulation	Brian Lee	BLee@4cls.org	Ext. 304
	Enterprise	Brian Lee	BLee@4cls.org	Ext. 304
	Interlibrary Loan	Steve Bachman	SBachman@4cls.org	Ext. 301
	Research Center	Brian Lee	BLee@4cls.org	Ext. 304
	Weeding (adult)	Megan Biddle	MBiddle@4cls.org	Ext. 360
	Weeding (juvenile)	Sarah Reid	SReid@4cls.org	Ext. 350
	WorkFlows, Item Information, Database Maintenance	Megan Biddle	MBiddle@4cls.org	Ext. 360
Traveling Classroom			travelingclassroom@4cls.org	
Trustees	4CLS Board	Steve Bachman	SBachman@4cls.org	Ext. 301
	Member Libraries / Board Development	Steve Bachman	SBachman@4cls.org	Ext. 301

Websites	4CLS-hosted Websites & Blogs		automation@4cls.org	
	4CLS's Intranet	Steve Bachman	SBachman@4cls.org	Ext. 301
	4CLS's Website		enterprise@4cls.org	
	Domain Names	See Internet Services		
	Website Template	Jeff Henry	JBHenry@4cls.org	Ext. 310
Weeding Reports			reports@4cls.org	
Workshops	Certificates of attendance	Sherry Gorman	SGorman@4cls.org	Ext. 305
	Registration	Sherry Gorman	SGorman@4cls.org	Ext. 305
X-Collections		Ann Ziemba	AZiemba@4cls.org	Ext. 324
Young Adult & Teen Services		Sarah Reid	SReid@4cls.org	Ext. 350