

B. In-House Resources

In case of disaster, some supplies and services will be readily available within the library or University itself. Primary supply and service locations should be designated in this section.

CENTRAL SUPPLY AND SERVICE LOCATIONS

Name	Location	Phone
Library Disaster Kit	Rockefeller	Level B, Bindery
	Rockefeller	Level C North, near phone
	Rockefeller	Circulation main office, trash closet
	Sciences	Floor 8, near staff elevator
	Sciences	Floor 14, near staff elevator
	Sciences	Level A, Gateway Delivery office
	Orwig	Neimann Room
	Art Slide	List 425
	John Hay	Conservation Lab
	John Hay	Stack 2
John Hay	Stack 8	
Recovery Specialist	Rockefeller.....	3-3905
Bindery Unit.....	Rockefeller.....	3-2525
Chemistry Stockroom.....	Geo-Chem Bldg., 2 nd floor, SE Corner	3-3102 (for various materials not kept on hand)
Plant Operations		3-7800

B. In-House Resources (cont.)

PERSONNEL IN CHARGE OF IN-HOUSE RESOURCES

Name	Location	Phone
Barbara Schulz	All Libraries.....	x 3-2942
Eric Shoaf.....	Rockefeller Library.....	x 3-7354
Ann Dodge	John Hay Library	x 3-1502
Ginine Hefner.....	Sciences Library	x 3-2405
Ned Quist	Orwig Library	x 3-3999
Norine Duncan	Art Slide Library.....	x 3-3082

B. In-House Resources (cont.)

SERVICES

Name of Service	Unit / Contact Name	Phone
Architect.....	Facilities Management.....	3-7800
Carpenter.....	Facilities Management.....	3-7800
Chemist.....	Chemistry Dept.....	3-2256
Electrician.....	Facilities Management.....	3-7800
Insurance Agent	Insurance Office	3-9481
Janitorial Services.....	Custodial Services	3-7840
Legal Advisor	General Counsel	3-3122
Lock Smith	Facilities Management.....	3-7800
Pest Control.....	Facilities Management.....	3-7800
Plumber.....	Facilities Management.....	3-7800
Telephone.....	Telecommunications.....	3-2007
Utilities	Facilities Management.....	3-7800