

November 20, 1990

WILLIAM WONG

RE: Support for your needs

Steve MacLeod and I agreed it would be a good idea to set down in writing where you should go whenever you need clerical or other support for your work. That should lessen the confusion for all of us.

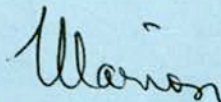
As you know, Shirley Leung (Technical Services) has agreed to fund your student assistant support for preorder searching and related activities that require the ability to read and write Chinese and Japanese.

Steve and the Reference Department will arrange for your orientation and any training that is required (e.g., Voice Mail, E-mail, WordPerfect); they will also order and fund equipment or supplies. For any of these things you should contact Sandy Alvidrez, Barbara Jenkins, or Steve MacLeod. In addition, they will provide secretarial support, if staff time is available.

As an alternate, my secretary will provide clerical support. However, once you have a work station and computer and have received WordPerfect training, you should be able to handle most of this yourself. My office will fund your photocopying needs for collection development activities. I believe I have already given you the Collection Development number for charging photocopies; if not, please ask me.

Jessica Harris will be responsible for receiving your mail and distributing it to you. You should not use her services for anything else.

If you have any questions about this, please let me know.



Marion Buzzard

cc: Calvin Boyer
Shirley Leung
Steve MacLeod