**CONTACTS AT 4CLS**

March 2022

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| Agencies and Institutions, Services to | | See [Outreach Services](#Outreach) | | |
| Alarm Codes (to report Changes) | | See [Deliveries](#Deliveries) | | |
| Annual Report | 4CLS (printed) | Athea Mortenson | [AMortenson@4cls.org](mailto:AMortenson@4cls.org) | Ext. 330 |
| NY State / Filing | Athea Mortenson | [AMortenson@4cls.org](mailto:AMortenson@4cls.org) | Ext. 330 |
| Audiobooks, Downloadable | | See [Download Zone](#Downloadables) | | |
| Automated System | Agreements / Contracts | Steve Bachman | [SBachman@4cls.org](mailto:SBachman@4cls.org) | Ext. 301 |
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| Non-critical | (607) 722-1948, option 2 | |
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| Automated System (cont.) | EnvisionWare | | See [EnvisionWare](#EnvisionWare) | | | | | | | |
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| Barcodes (orders) | | | See [Ordering](#Ordering) | | | | | | | |  |
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| Training | | See [Training](#Training) | | | | | | | |
| Collection Development | Adult / Weeding | | Megan Biddle | | | | | [MBiddle@4cls.org](mailto:MBiddle@4cls.org) | | Ext. 360 |
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| Computer Help Desk | | | See [Automated System](#Automated) | | | | | | | |
| Computer Training | | | See [Training](#Training) | | | | | | | |
| Confidentiality of Library Records | | | See [Library Records](#Records) | | | | | | | |
| Construction | | | See Buildings | | | | | | | |
| Continuing Education (CE) | | | See Training | | | | | | | |
| Database Subscrip-tions (Research Center, NOVELny, etc.) | Information | | Brian Lee | [BLee@4cls.org](mailto:BLee@4cls.org) | | | | | | Ext. 304 |
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| Directory Changes (hours, staff, etc.) | | |  | | [enterprise@4cls.org](mailto:enterprise@4cls.org) | | | | |  |
| Disabled, Services to | | | See [Outreach Services](#Outreach) | | | | | | | |
| Donations (materials, gift books, etc.) | | | See [Cataloging](#Cataloging) | | | | | | | |
| Download  Zone (audiobooks & eBooks) | Information | | Megan Biddle | [MBiddle@4cls.org](mailto:MBiddle@4cls.org) | | | | | | Ext. 360 |
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| Going to the Voters | | | See Ballot Initiatives | | | | | | | |

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| Websites | See [Websites](#Websites) | | |
| Intranet | | See [Websites](#Websites) | | |
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| Laws, Library | | Steve Bachman | [SBachman@4cls.org](mailto:SBachman@4cls.org) | Ext. 301 |
| Library Cards - Ordering | | See [Ordering](#Orders) | | |
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| Long-range Planning | | See [Strategic Planning](#Strategic) | | |

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| Minimum Standards, NY State | | | | Steve Bachman | | | [SBachman@4cls.org](mailto:SBachman@4cls.org) | | | Ext. 301 |
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| Online Contracts | | | | See [Automated System](#Automated) | | | | | | |
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| Books, Audiovisual, etc. | | See [Acquisitions](#Acquisitions) | | | | | | |
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| Rural Underserved, Services to | | | | See [Outreach Services](#Outreach) | | | | | | |
| Rush Processing | | | | See [Cataloging](#Cataloging) | | | | | | |
| Salmon Slips | | | | See Ordering, Routing Slips | | | | | | |
| School District Libraries | | | | See [Charters, Library](#Charters) | | | | | | |
| Serials Control | | | | See [Automated System](#Automated) | | | | | | |
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