

GETTING STARTED: HELPFUL PHONE NUMBERS FOR 2007-2008

CLASSROOM/RESEARCH NEEDS

Bookstore, Sayles-Hill

Textbook Manager: Brendon Etter, x4164
Email: better@acs.carleton.edu

Book orders for personal/professional use:
Tripp Ryder, x 7840
Email: tryder@acs.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 - PEPS:

Service request line x7070,
Service request Email: classrooms@carleton.edu
Classroom Technologies Coordinator:
Jim Pierret, x7006

Perlman Center for Learning and Teaching (LTC),
Willis Hall

Coordinator: Chico Zimmerman, Email: czimmerm, x4191
Assist. to the Coordinator: Jennifer Cox Johnson
Email: jcoxjohn, x4192

Laurence McKinley Gould Library

College Librarian: Sam Demas, Email: sdmelas,
x4267

Collection development: Kathy Tezla,
Email: ktezla, x5447

Reference & instruction: Carolyn Sanford
Email: csanford, x4266

Reference Liaisons: Reference desk: x4264

Arts, film, cinema: Matt Bailey, email mbailey, x7670
Humanities: Heather Tompkins, email: htompkin, x7172
Languages, literature: Iris Jastram, ijastram, x7105
Sciences: Charles Priore, email: cpriore, x4415 and
Ann Zawistoski, email: azawisto, x7671

Social sciences: Kristin Partlo, email: kpartlo, x7668

Reserve Reading: Bonnie Otte, email: votte, x4272

Registrar, Laird 7

Room reservations: Ann May, x4289
Registration and grades: Evelyn Johnson, x4288

COMPUTERS: *Information Technology Services*

Computing Assistance, ITS Rapid Response: x5999

Academic Technologists:

Carly Born, Languages & Literature: x7010
Doug Foxgrover, Natural Sciences: x4037
Paula Lackie, Social Sciences & Humanities: x5607
Joann Martyn, Arts, Performance, Recreation: x4707
Andres Phelps: Technical Assoc. in Network Systems:
Email: phelpsa@carleton.edu

HUMAN RESOURCES AND BUSINESS OFFICE

Human Resources, Strong House

Benefits: Linda Laughlin, x5989

Payroll Specialists & Faculty Dev. Accounts

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/facilities/>.

RECREATION/FREE TIME

Acting in the Community Together (ACT), Sayles-Hill 162

Service learning & community service opportunities
ACT Coordinator: Laura Reihle-Merrill x4028

Campus Activities, Sayles-Hill 150

Student Organizations, program planning, general information
Director: Robin Hart Ruthenbeck, x4155

Open Gym Hours

Rec Center: x4487
Cowling: x4431
West Gym: x4159

Ticket Reservations for Theater/Concerts: x4471

Events Calendar: www.carleton.edu/calendar
Gao Hong, Performance Activities Coord.: x4475

SECURITY SERVICES, Sayles-Hill 205

Emergencies: x4444
Non-emergencies: x4452

MAIL, FAX, PRINTING and PHONE SERVICES

Mailing Services, Leighton 128

UPS/USPS/Faxing: Nancy Sweeny, x4187
Faculty can receive Faxes at (507) 646-4204

Printing Services, Leighton 128

Printing/duplicating: Loretta Springer x4186

Post Office, Sayles-Hill 101

Post Office Supervisor: Julia H. Burmesch, x5428
email: jburmesc@acs.carleton.edu

Telecommunications, Laird 6

Problems with voice mail or with your phone:
Telecommunications office, x5422

ROOM RESERVATIONS:

Classrooms:

Noel Ponder, Campus Scheduler: x7185

Headley House (guest rooms, meeting space)

Charlene Hamblin, Dean of the College Office: x4311

Alumni Guest House (guest rooms):

Melissa Thomas, College Relations: x4309