

MHLS ACTION MEMO

#07-14

TO:	Member Library Directors
FROM:	Rebekkah Smith Aldrich, Coordinator of Member Information
DATE:	November 20, 2007
RE:	Member Info Contact Information Update

Background

MHLS maintains information on each member library, including an online directory of member library contact information (that appears in the online catalog and the MHLS web site) and a database of member libraries' trustee contact information.

Issue

There are three areas of info we need your help in confirming or updating:

1. **Basic contact information and hours open information.**
 - Used for the 2008 print directory, the MHLS online directory and library contact information in the online catalog (OPAC).
2. **Trustee contact information, including who the current board president is.**
 - Used for MHLS communication purposes: Trustee newsletter, MHLS communications, etc.
3. **Direct director contact info.**
 - Used for the Director's-only listserv; workshop hosting cancellation notification, etc.

Action

1. **Look over** the three attached sheets.
2. **Correct** any mistakes & **fill in** the blanks
 - On the Trustee list:
 - Be sure the correct person is noted as **board president**, this insures that they receive the weekly MHLS Bulletin and communications from Josh and the MHLS Board.
 - Add contact information for trustees that are not on the list;
 - Add email addresses to each entry where applicable;
 - *Please note: If any other trustee would like to receive the full-text version of the weekly MHLS Bulletin via email they can sign up for that at <http://midhudson.org/bulletins/main.htm>*
3. **Send in the corrected versions** of the three contact info areas (library, trustee & director):
 - Send in your corrected sheets through the delivery to the attention of *Kerstin Cruger, Public Services Team Assistant*

Deadline

Please send in corrections by December 17th.

Reminder: This info can be updated at any time throughout the year using the online *Member Library Contact Information Update* form found at the bottom of <http://midhudson.org>