

Mail Routing

1. Place any mail that is addressed to a specific current librarian or department on the mail cart, in the location noted for that person or department. Here is a guide list of departments by person:
 - Jeremy Landry, Geri Biddell, Daisy Guidroz, Benita Hebert—**Standing Orders/Cataloging/Automation**
 - Cynthia DuBois, Angela Graham, Lynette Luke—**Government Documents**
 - Cheryl Fauchaux, Melissa Goldsmith, Jean-Mark Sens, Van Viator—**Mail Boxes**
 - Clifton Theriot, Neil Guilbeau, Emilie Picou—**Archives**
 - Jolene Knight, Debbie Adams—**Multimedia**
 - Carol Mathias, Daisy Pope, Cynthia Marchbanks—**Main Office**
 - Deannie Eusea, Cheryl Adams, Jean Bergeron, Lady Pierson—**Circulation**
2. Place *catalogs* (to order books or library furniture) in Dr. T's box on the mail table. He will route these. If Dr. T is out on vacation or at a conference, please route catalogs according to this list by academic discipline:
 - History, Government, Furniture catalogs—Carol Mathias
 - Nursing, All Education, including Physical Education—Tony Fonseca
 - Mass Comm, Drama, Psychology, Career Research—Van Viator
 - Computers, Mathematics—Jeremy Landry
 - Archives, Louisiana—Clifton Theriot
 - Art, Music—Anke Tonn
 - Business—Jean-Mark Sens
 - Literature, Biology—Melissa Goldsmith
 - Social Welfare, FACS—Sherril Fauchaux