

Memo

To: All Library Personnel

From: Fleming Thomas, Interim Director of Libraries

Date: 1/5/2007

This memorandum will establish an Emergency Information Network for all Watson Libraries.

Most departments have a process like this. Up North, most colleges and universities have departmental "Snow Trees", for the purpose of informing faculty and radio stations about the quality (and quantity) of snow on highways in the event classes are cancelled.

Last week many of you were upset because you did not know about the death of Sonny Carter's father until you came to work, and some of you didn't discover that until after the funeral. And while this is not in the nature of "emergency" information, it is information that should have been made known to everyone before Tuesday afternoon!

Here is the way the Network will operate. If I know of anything I think you should all know, I will call everyone who reports directly to me with the information. They will in turn call all personnel reporting directly to them. Off-campus librarians will have to decide what is significant for their personnel.

If anyone comes to be in possession of information that the Director might not have, the Director should be called immediately, and if it is significant the Director will authorize the Emergency Information Network to make an announcement. This kind of winnowing is necessary to keep the Network from being used for trivial purposes, which is something we do not want.

All supervisory personnel are to keep the telephone tree at home, if you please, because if the Emergency Information Network is to be used, it will invariably be on weekends or during holidays.

The Network Telephone Tree is included, with faculty & staff home telephone numbers.