

Appendix C. Important Documents for 2018 COOP, by Office
 [Only Employee Work Computers Listed]

Sorted by Room Number:

updated 4/26/18

Location:	Computer Files:	Hard Copies:	Other Info:
Room 100 Archives Computer Name: LIBR100-D01.tntech.edu Owner: Megan Atkinson	Desktop/Atkinson, Megan Electronic Resources drive on our server //LIBRSRV in Clement Hall-Digital Collections	Room 103-All materials off of all shelves Room 121-All materials off of all shelves Room 100-filing cabinets, map case, and all materials on the shelves. Room 104-map cases Room 105 all filing cabinets Room 101-filing cabinets on the immediate right hand side entering.	
Room 104 Archives Computer Name: LIBR104-D01.tntech.edu Owner: Jennifer Dewar Room 104 Archives Computer Name: LIBR104-D03-STU	All vital files on shared drive L: (all digital collections) MyDocs and MyPics folders Scanning projects temporarily on this computer, until downloaded to shared drive L:		
Room 123 Tutoring Computer Name: LIBR122-D01.tntech.edu Owner: Lydia Kendall	No vital files Uses TechConnect online		
Room 123 Tutoring Computer Name: LIBR123-D01.tntech.edu Owner: Brittany Lafever	No vital files Uses TechConnect online	Tutoring records kept in file cabinet in office	
Room 123 Tutoring Computer Name: Owner: GA student			
Room 140A Computer Name: LIBR140A-D01.tntech.edu Owner: Mei Hu	Vital files on shared drive M: Documents/Cataloging & PC Notes		

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Room 140B Computer Name: LIBR140B-D01.tntech.edu Owner: Teresa Queener	Vital files on shared drive M:	2 USB Flash Drives -- located in Small File cabinet under printer. Notebooks Labeled: Serial Title Manual Cataloging Procedures Cataloging DVDs Cataloging Manual OCLC Connexion Client and Browser (2) RDA Manual ExLibris Manual (3) ExLibris Resource Management Manual (4) DVD Examples CONTENTdm Manual Craft Center: Lost, Discards, Missing Archival Collections in Aspace!	
Room 141 Assessment / Special Projects / Building Coordinator Computer Name: LIBR141-D01.tntech.edu Owner: Regina Lee	LIBR COOP folder, and attachments on desktop Pandemic Flu Plan (included in Library Disaster Plan folder on desktop) Annual Inventory Reports, IE Reports	"TTU Emergency Operations Plan" (red notebook on back cabinets) "Disaster Plan Volpe Library" (red notebook on back cabinets) Emergency Quick Card information (near lightswitch near door)	Not on any shared drive, yet
Room 145A Computer Name: LIBR145A-D01.tntech.edu Owner: Sandy Barlow	Vital files on shared drive M:		
Room 145B Computer Name: LIBR145B-D01.tntech.edu Owner: Mary Cooper	Vital files on shared drive M:		
Room 145C Interlibrary Loan Computer Name: LIBR145C-D01.tntech.edu Owner: Sonya Bowman	Vital files on shared drive M: Illiad program (for transactions of ILL)	Gray metal open top box of cards (borrowed book requests from other libraries)	
Room 146 Technical Services Coordinator Computer Name: LIBR146-D01.tntech.edu Owner: Stuart Gaetjens	Vital files on shared drive M:		

Location:	Computer Files:	Hard Copies:	Other Info:
Room 146A Computer Name: LIBR146A-D01.tntech.edu Owner: Stephanie Adams	Vital files on shared drive M: All files on office computer Desktop Electronic Resources drive on our server //LIBRSRV in Clement Hall	All files in short filing cabinet immediately inside my office door All files in (1) pedestal cabinet behind closest to the window between Stuart's office All files in (1) pedestal cabinet in my office USB drive in office computer + 2 in top desk drawer	Needs access to all email files on server offsite
Room 204 Public Services Coordinator Computer Name: LIBR204-M01.tntech.edu Owner: Sharon Holderman	All vital files on shared drive U:		
Room 207 Computer Name: LIBR207-D01 Owner: Holly Mills	None	None	
Room 208 Computer Name: LIBR208-D01 Owner: Ann Manginelli	Vital files on shared drive M:		
Room 210 Computer Name: LIBR210-D01.tntech.edu Owner: David Hajdik	All vital files on shared drive Y: Folder on desktop: "Village" ESS class documents		
Room 211 Computer Name: LIBR211-D01.tntech.edu Owner: Rose Black	All vital files on shared drive M:		
Room 212 Computer Name: LIBR212-D01.tntech.edu Owner: Charlene McClain	All vital files on shared drive M: Read Out Box (gate Count)		
Room 214 Library Administration Office Computer Name: LIBR214-D01.tntech.edu Owner: Joanna Arnhart	All vital financial documents on shared drive	Room 219 -- File Cabinet (Property tag # 45327) Drawer titled "Personnel" File Named "Emergency Numbers Library Staff"	

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Room 217 Library Administration Office Computer Name: LIBR217-D01.tntech.edu Owner: Sharon Buckner	All vital financial documents on shared drive My Documents/Database Purchase Info Template.xlsx My Documents/Friends of the Library/Friends of the Library Chronological History My Documents/Friends of the Library/Goldsipe Donations to Date.xls My Documents/Friends of the Library/Goldsipe Funds -- Running Balance.xlsx My Documents/Key File.xls MyDocuments/Budgets/Budget 2017-18/2017-18/Shared Accounting Files MyDocuments/Database Purchase Info/Database Checklist for 2017-18.xlsx (<i>want most recent year</i>) MyDocuments/Keys Cross-Reference.xls MyDocuments/Procedures Manual-Executive Aide.doc MyDocuments/Sensitive Minor Equipment.csv My Documents/Library Account Numbers.doc	Rolodex (Desk, 2nd drawer on left) "Learning Support Notes" purple notebook (Bookcase, bottom shelf) "Library User Manual" white notebook (Bookcase, bottom shelf) "Accuplacer" Notebook (Bookcase, bottom shelf)	
Room 220 Dean's Office Computer Name: LIBR220-D01.tntech.edu Owner: Doug Bates	All vital financial documents on shared drive		
Room 301 Web Manager Computer Name: LIBR301A-M01.tntech.edu Owner: April Crockett	All vital documents on shared drive M:	No official hard copies kept by April Crockett in Room 301.	ERDB is stored on a server in Clement Hall (https://erdb.tntech.edu); Library Website is stored on a web server in Clement Hall; Link Resolver, Electronic Resource information stored on ExLibris server.
Room 360A Learning Support Program Office Computer Name: LIBR360-D01.tntech.edu Owner: Janet Whiteaker	Documents backed up to external hard drive COMPASS scores backed up to jump drive in center drawer of desk ACCUPLACER available at accuplacer.org	LSP Personnel files in locked lateral file in rooms 360 and 219.	