Hi all

Here is the beginning schedule for Digital Reference.

If this does not work as a beginning schedule, please let me know.

Also keep in mind that 24/7 Reference comes with a scheduling feature that will allow you to trade hours between yourselves without having to check with me.

Initially, I believe that Mary Markland and I will be the monitors. When Hawaii comes on Alice W will also be a monitor.

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<th>DR</th>
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<td>2 – 3 p</td>
<td>MM</td>
<td>BK</td>
<td>JR</td>
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<tr>
<td>3 – 4 p</td>
<td>MM</td>
<td>BK</td>
<td>JR</td>
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People available at present include:
Mary Markland (MM)
Barbara Knight (BK)
Theresa Norton (TN)
Judy Rieke (JR)
Mike Safratowich (MS)

Additional people in ND who will be available include:
Leeila Bina (LB)
Karen Anderson (KA)
Phyllis Hustoft (PH)

Leeila and Karen are both in the process of upgrading equipment and we need to do some testing from their sites related to the firewalls.

Phyllis is currently working face-to-face reference from 1 – 3 pm, M – F.

Scheduling Notes:
Theresa
Theresa would prefer TO be schedule when Don Heap IS here to answer face-to-face computer questions. Tue & Thur

Karen
Karen would like to be on the schedule when Agnes is available. Agnes works 8 – 4 Mon & Wed, and 8 – noon, Tue & Thur. She is off on Fridays.

Mary
Mary has the following guidelines times when she is not available: Monday - have to leave by 4:30; Tuesday - 11:45-1:30; Weds - 12-1:30; Thurs. - 11:30-1:30, 2:30-4:30
Friday - have to leave by 4:30.

/s/Digital Reference/ Manual/B-staffing-ND 2-3-03