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Memorandum Regarding Library Attendant Position, 1973

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THE ROCKEFELLER UNIVERSITY

New York, N. Y. 10021



MEMORANDUM

April 20, 1973

To : Dr. C.E. Sunderlin
From: Mr. C.R. LeSueur
Re : Library Attendants.

The job classification Library Attendant is an hourly-paid position which provides bodies to sit inside the entrance to the Second Floor of the Library and record attendance for the hours 5-11 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturday and Sunday. Use of the Library after these hours is recorded in a sign-in, sign-out procedure monitored by Campus Security personnel on duty in the lobby of Founders Hall.

Establishment of this Library position served a useful purpose in its time in providing the data for the Monthly Attendance Report prepared by the Associate Librarian, enabling an analysis of the use of the Library "after hours". Such analysis showed that the Library is used extensively after hours, and that the heaviest use is from 5-6 p.m.

However, the renovation project soon to be completed will fractionate the destinations of most after hours users, negating the effectiveness of one Library Attendant in one location of the Library. In addition, I feel that the Attendance reports have accomplished their purpose and no longer justify the cost of employment of Library Attendants.

Accordingly, we propose eliminating the Library Attendant position after renovation, and pending a final decision on moving the Circulation Desk to Founders Hall Lobby. Should this step be approved, we would cover the heavy 5-6 p.m. use by staggering the hours of the regular circulation staff so as to have one person present for this hour.

A handwritten signature in cursive script that reads "Robin".

Handwritten initials "CK" and "CLS" with the date "4/24/73" written below them.

(CES informed
LeSueur 4/24/73)