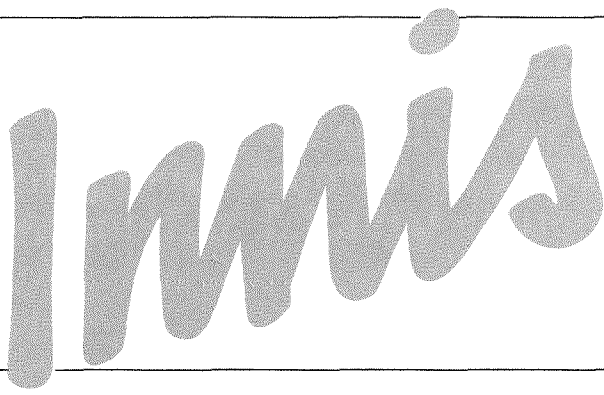




Innis College University of Toronto 2 Sussex Avenue Toronto Ontario M5S 1J5

MEMO TO: B. Savan, W. Rolph, D. Macdonald, P. Howard, B. Testa,
K. Armatage, B. Gibson, R. Greenwald, P. Petersen,
I. Heathcote, T. Burrell, D. Duffy, R. Stren

FROM: David King 

DATE: October 3, 1988

Discussions with Barbara Schon, the Innis Librarian, have revealed some problems with the circulation of readings held on reserve in the filing cabinet for your courses; more specifically library staff members (some of whom are volunteers or inexperienced students) have been unable to respond to students vague requests ("the article by Smith", "the article on gadgets" or even "the article I was supposed to read last week"). In order to help the library staff identify these requests more specifically, would you please ensure that Barbara has the information she requests in the attached memo.

She in turn will alter library procedures to guarantee more efficient circulation of reserve materials.

/nabo