

NR_key_name: 025997B8164E85B08525617E004C864B
SendTo: A&R;Senior Staff;Admin
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Eric Scheinkopf/O=ARRB
DisplayFromDomain:
DisplayDate: 03/13/1995
DisplayDate_Time: 9:04:22 AM
ComposedDate: 03/13/1995
ComposedDate_Time: 8:55:51 AM
Subject: ARRB Library

I have been designated the ARRB Librarian who will catalog and monitor withdrawals of books and materials belonging to the ARRB. Pending the library's move to the conference room, it will be housed by my desk. There is a card catalog index box on the cabinet which houses the library. If you wish to borrow a book, report or file, please let me know and the appropriate card will be marked and I will also initial it so that I know who has borrowed a particular item. If you wish to borrow an item while I am away from my desk, mark the appropriate card and I will initial it later. I will check the contents of the library daily and update the master list which will also be in the file cabinet as new books and files are added to the library. A list of the library's materials will be in the file cabinet along with the check out procedures.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: