

# Meet the ACRL staff

Although many of you have talked to ACRL staff members on the phone, very few of you have had a chance to meet them in person. ACRL has 12.95 ALA-approved FTE positions at headquarters. On these pages we are presenting current ACRL staff with brief comments about their duties. We're also including two of ACRL's *Choice* staff. Take a minute to familiarize yourself with the people behind the scenes at ACRL. We look forward to hearing from you.



**JACK BRIODY**, program assistant, manages the ACRL Awards program, oversees the ACRL appointments and nominations, updates the *ALA Handbook*, maintains the division roster and donor records, and assists the associate executive director for special programs. **Phone:** (312) 280-2516; **e-mail:** jack.briody@ala.org.



**DARLENA DAVIS**, administrative secretary, provides support for National Conference planning and activities; maintains publications files and records; and provides secretarial support for publications and journals. **Phone:** (312) 280-2519; **e-mail:** darlena.davis@ala.org.

**MARY ELLEN DAVIS**, senior associate executive director, has major responsibility for the overall operation of ACRL; directs all aspects of the publications program; is editor of *C&RL News*; and coordinates the National Conference programs and on-site management. **Phone:** (312) 280-2511; **e-mail:** mary.ellen.davis@ala.org.



**NOREEN HALE**, associate executive director for special programs and advancement, is the contact for selected committees; manages membership promotion and retention, special programs, institutes, and forums; and provides advisory services. **Phone:** (312) 280-2510; **e-mail:** noreen.hale@ala.org.

**FRANCINE GRAF**, managing editor of *Choice*, manages all editorial aspects of the magazine, reviews on-cards, and electronic databases; coordinates the work of *Choice's* editorial staff; plans the editorial calendar; and handles *Choice's* business and economics sections. **Phone:** (860) 347-6933; **e-mail:** frangraf@delphi.com.





**JACK HELBIG**, classified ad manager for *C&RL News*, manages all aspects of the *News*' classified advertising, including promotion, order taking, page layout, customer service, *C&RL NewsNet*, and billing. **Phone:** (312) 280-2513; **fax:** (312) 280-7663; **e-mail:** jack.helbig@ala.org.



**ALTHEA JENKINS**, executive director, is responsible for planning, executing, and implementing all ACRL programs including *Choice*, under the general direction of the ACRL Board of Directors. She also is responsible for the overall administration and control of activities of ACRL's offices and employees as authorized by the ALA Executive Board through the ALA executive director. **Phone:** (312) 280-3248; **e-mail:** althea.jenkins@ala.org.



**IRVING ROCKWOOD**, editor and publisher of *Choice*, directs all aspects of the *Choice* publishing program including the magazine, reviews-on-cards, electronic databases, and new products. He is responsible for the overall administration of the *Choice* office. **Phone:** (860) 347-6933; **e-mail:** irv\_rockwood@delphi.com.



**MICHAEL STERLING**, registration coordinator, manages divisionwide databases including potential conference exhibitors, and preconference and conference registration; maintains budget preparation files; and monitors ACRLeads, a listserv for ACRL's elected and appointed leaders. **Phone:** (312) 280-2515; **e-mail:** michael.sterling@ala.org.



**PAM SPIEGEL**, production editor of ACRL journals, handles page layout, copyediting, and general production of *C&RL News*, *C&RL*, and *RBML*, and writes columns and other pieces for *C&RL News*. **Phone:** (312) 280-2524; **e-mail:** pam.spiegel@ala.org.



**CYNTHIA TAYLOR**, administrative assistant, manages day-to-day operations of the ACRL office; coordinates meeting planning and the ACRL office at Midwinter and Annual Conferences; and assists in implementing the ACRL membership promotion plan. **Phone:** (312) 280-2521; **e-mail:** cynthia.taylor@ala.org



**HUGH THOMPSON**, program officer, manages publication of ACRL's books, section newsletters, the ACRL *Guide to Policies and Procedures*, and *C&RL*. He assists in developing National Conference publications, and writes a column for *C&RL News*. **Phone:** (312) 280-2517; **e-mail:** hugh.thompson@ala.org.



**ELISA TOPPER**, director of membership services, is the primary contact for chapters, sections, discussion groups, and selected committees. She works with section leaders to coordinate Midwinter and Annual Conference activities, assists with planning and implementing section preconferences, provides advisory services, and manages the appointments process. **Phone:** (312) 280-2523; **e-mail:** elisa.topper@ala.org.

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