Zimbra   **kwilson36@mail.gatech.edu**

Re: Archive Spreadsheet

From : pam@phoenixrd.com   Fri, Mar 30, 2012 11:18 AM

Subject : Re: Archive Spreadsheet

To : Kimberley Wilson <kim.wilson@facilities.gatech.edu>

Cc : kirk henderson <kirk.henderson@library.gatech.edu>, kevin brown
     <kevin.brown@library.gatech.edu>

Hi Kim,

I had Pat from IT put a copy on the Capital Projects shared folder.
Open the spreadsheet and then you can do a search for the Glenn Tower
records. Then, you use this website form to request the boxes you need:

http://www.library.gatech.edu/archives/records_retrieval.php

If you have any questions, please feel free to call me at 404-918-9860.
You can also call the Records Center at 404-367-0499, but there is not
always staff there--they often do work at the Archives on campus as
well.

Let me know if you need more help!

Pamela

On 2012-03-29 16:58, Kimberley Wilson wrote:
> Hi Pamela,
>
> Can you send me a copy of the spreadsheet that you mentioned that has
> all of our contents at the library? We are looking for the original
> documents on the Glenn Towers building and I am wondering if the
> originals are at the library archives. The .tiff copies that we have
> are not very good quality...
>
> Or, Is there a way to contact the library to find out if they have
> these?
>
> Thanks,
>
> Kim