



# ARLIS/New York News

The Newsletter of the Art Libraries Society of North America/New York Metro Chapter

---

Vol. 19, No. 1

ISSN 0894-3133

Winter 1998

---

FROM THE CHAIR

## Chapter Plans for 1998

**O**n an unseasonably warm afternoon during the first week of January, I took a lunchtime walk through the Brooklyn Botanic Garden. Strolling the garden paths, my coat unbuttoned, I noticed bulbs peeking through the earth. My thoughts turned from planning a holiday in Paris to wondering if we would experience spring this year, and finally to reflecting on my approaching responsibilities as Chair of ARLIS/NY. Within a few days, winter returned and the Executive Board convened, creating the 1998 Calendar of programs that promises to enrich, encourage and delight members of ARLIS/NY.

The Hazen Center, at the Thomas J. Watson Library, Metropolitan Museum of Art, was the site of our first meeting. ARLIS members learned how one library utilizes new technologies and makes it available to staff and readers (see Jeffrey Stephens's review, page 7). Visits to the Jewish Museum, the American Merchant Marine Museum in Kings Point, Princeton's Index to Christian Art, and—back by popular demand—another graveyard tour, are being arranged. Members have been asking for

*(continued on page 3)*

---

*Visits to the Jewish Museum, the American Merchant Marine Museum, and Princeton's Index to Christian Art are in the offing.*

<i>Inside</i>	
Holiday Meeting Recap .....	4
Report on ALA Midwinter .....	5
Winter Meeting at Hazen Center ...	7
Travel Award Winner Announced ..	8

**1998 ARLIS/NY  
Executive Board**

- Chair** Carol Rusk
- Past Chair** Elizabeth O'Keefe
- Vice-Chair** Ted Goodman
- Secretary** Shawn Steidinger
- Treasurer** Claudia Hill
- Members-at-Large**
- Rebecca Wilkins
- Judy Connorton
- Editor** Patricia Siska

**ARLIS/New York News**

*Vol. 19, No. 1 (Winter 1998)*

ARLIS/NY News is published irregularly by the Art Libraries Society of New York, a regional chapter of the Art Libraries Society of North America, 4101 Lake Boone Trail, Suite 201, Raleigh, NC 27607-6518. Copyright © 1998 by Art Libraries Society of New York.

This publication is distributed free of charge to members of ARLIS/NY. ISSN 0894-3133. Send renewals, changes of address, and contributions to: Shawn Steidinger, Secretary of ARLIS/NY, Thomas J. Watson Library, Metropolitan Museum of Art, 1000 Fifth Avenue, New York, NY 10028.

Submissions may be sent, on disc with paper copy of text, to: Patricia Siska, Editor, ARLIS/NY News, Frick Art Reference Library, 10 E. 71<sup>st</sup> Street, New York, NY 10021.

E-mail: [siska@frick.org](mailto:siska@frick.org)

Fax: (212)-879-2091.

Tel.: (212) 288-8700x435.

**Advertising Manager:** Rebecca Wilkins, (718)990-0755. E-mail: [rebeccaw@queens.lib.ny.us](mailto:rebeccaw@queens.lib.ny.us)

**Copy deadlines:**

V19, No. 2 (Spring 1998): Mar. 23

V19, No. 3 (Summer 1998): May 11

V19, No. 4 (Fall 1998): Nov. 9

**EDITOR'S DESK**

**New York Travel Award History**

*Ilene Margaras took a chance. She applied for, and won this year's travel award to attend the ARLIS/NA Conference in Philadelphia.*

*This is the fourth year the award has been given. The ARLIS/NY Conference Participation Award was initiated in 1993 under the direction of former Chair, Katie Keller. The first award was given to Chris Sala to attend the 22<sup>nd</sup> Annual Conference held in Providence in 1994. Tammy Wofsey received the second award to attend the 23<sup>rd</sup> Annual Conference in Montreal in 1995. The third award recipients were Jeffrey Stephens and Paolina Taglienti, who attended the 24<sup>th</sup> Annual Conference in Miami Beach in 1996. No award was given for the 25<sup>th</sup> Annual Conference held in San Antonio in 1997—no one applied.*

*Life involves risks... and failure, and success. Participation in ARLIS/NY offers opportunities for success. Take a chance. Thanks to all the contributors to this issue of the ARLIS/NY News.*  
--Patricia Siska, Editor

**Calendar**

**1998**

- March 3-7 Visual Resources Association Conference, Philadelphia
- March 5-11 **ARLIS 26th Annual Conference, Philadelphia \***
- March 20 New York Technical Services Librarians Annual Reception for Librarians and Information Professionals, N.Y. Public Library 3-5 p.m.
- June 25-July 2 American Library Association Annual Conference, Washington, D.C.
- August 16-21 IFLA Annual Conference, Amsterdam, The Netherlands

**1999**

- March 25-31 **ARLIS 27th Annual Conference, Vancouver, B.C.**

\*1998 ARLIS/NA Conference web site:  
<http://astro.ocis.temple.edu/~andrea>

(continued from page 1)

## Chapter Plans

hands-on workshops. If you wish to share an exhibition or event at your institution with ARLIS/NY, or have an absolutely fabulous idea, let's talk!

In March, the 26<sup>th</sup> Annual ARLIS/NA Conference will be in Philadelphia. Representatives from our Chapter involved in planning, moderating or serving as panelists at the Conference are listed on p. 6. Ilene Margaras of the Guggenheim Museum Library has received the 1998 ARLIS/NY Travel Award. I look forward to seeing many fellow ARLIS/New Yorkers in "Philly."

To past members of the Executive Board, currently enjoying retirement, thanks for your hard work and support throughout 1997—Eumie Imm Stroukoff, Clare Hillsonova, and Chris Sala—you will be missed! Eumie has moved on to a new challenge as Director of the Thompson Public Library in North Grosvenordale, Connecticut. Best wishes to you, Eumie. Liz O'Keefe (last year's venerable leader, now Past Chair), Shawn Steidinger (Secretary), and Rebecca Wilkins (Member-at-Large) remain on the Board for another year, and Patricia Siska (Newsletter Editor) will serve for three years. They, along with the newly elected Board members, will continue the smooth running of our Chapter (see Three Added to Board, this page).

ARLIS/NY, our local chapter of ARLIS/NA, is a professional organization devoted to visual art information specialists and students. It offers members news about what's going on in the field, plans visits to cultural institutions, and provides opportunities to meet with colleagues. Now is the time to join or renew your membership. Our New York Chapter is one of the most vital regional chapters in the country—be a part of it!

--Carol Rusk, Chair



**1998 ARLIS/NY Executive Board:** (Left to right), Seated: Rebecca Wilkins, Judy Connorton, Carol Rusk; Standing: Claudia Hill, Ted Goodman, Shawn Steidinger, Elizabeth O'Keefe

## Three Added to Board

### Ted Goodman (Vice-Chair/Chair Elect)

ARLIS/NY Member since: 1996  
Current Position: Columbia University, General Editor, Avery Index to Architectural Periodicals  
Recently: Editor, *The Forbes Book of Business Quotations*, 1997.



### Claudia Hill (Treasurer)

ARLIS/NY Member since: 1997  
Current Position: Columbia University, Art and Architecture Cataloger for Avery Library  
Recently: Appointed to serve on two subcommittees for ALCTS's Subject Analysis Committee, American Library Association Midwinter 1998, New Orleans.



### Judy Connorton (Member-at-Large)

ARLIS/NY Member since: 1991  
Current Position: City College of New York, Architecture Librarian/Associate Professor  
Recently: Curator of exhibition, *Academic Architecture at CCNY—The Post Legacy*, held at CCNY, 1997 and Surrogate's Court in Manhattan, January 1998.





Carol Rusk (left) conversing with Maria Oldal at the Institute of Fine Arts. Photo: Susan L'Engle

### **Holiday Meeting at IFA Signals End of Year**

The annual ARLIS/NY Holiday Party was held on Thursday, December 11, 1997 at New York University's Institute of Fine Arts. Despite exterior construction, the interior was filled with warmth and holiday cheer. Was it the congeniality of seeing old friends, the ample amount of food or the wine?

Sharon Chickanzeff, Library Director, welcomed everyone to the Institute and especially thanked Clare Hills-Nova for her work on putting the party together. Clare Hills-Nova introduced Carol Rusk, incoming Chair, who stood in for absent Liz O'Keefe.

Carol Rusk thanked Sharon Chickanzeff and Clare Hills-Nova and then introduced newly elected ARLIS/NY

Executive Board members: Ted Goodman, Vice Chair/Chair Elect, Claudia Hill, Treasurer, and Judy Connorton, Member-at-Large.

Carol Rusk also thanked outgoing Past Chair, Eumie Imm Stroukoff for her service to the Chapter and we all toasted her on her new job in Connecticut. Mention was made of the upcoming Winter meeting on February 3 at the new Hazen Center at the Thomas J. Watson Library, Metropolitan Museum of Art. A call for ideas on future meeting sites and topics was made and then the business portion of the meeting was completed and ARLIS/NY members continued socializing and enjoying the hospitality of the Institute of Fine Arts.

--Ted Goodman

### **1997 ARLIS/NY Chapter Treasurer's Report**

#### **Income**

1997 Membership Dues	935.00
1998 Membership Dues	65.00
Merchandise Sales	200.00
Membership Contributions	105.00
Advertising	355.00
Memorial Fund	1,355.00
Postage	12.10

#### **Expenses**

Meetings	364.75
Newsletter	776.60
Announcements	260.82
Membership Directory	403.06
Contributions	50.00
Office Supplies	119.86
ARLIS/NA Scholarship Fund	300.00
Merchandise	555.80
Membership Ballots	143.39
Membership Renewals	163.93
Bank Charges	129.03

**Closing Balance (12/31/97) \$4,773.66**

--Chris Sala

## ARLIS/NY at ALA Midwinter

Several ARLIS/NY members attended the Midwinter Meeting of the American Library Association in New Orleans in the early part of January. Preternaturally fine weather and the preparations for Mardi Gras lent a holiday atmosphere to the city; even the ALA badges came with neck chains of plastic beads in Mardi Gras colors. There was the usual scramble to cram in as many meetings as possible, while reserving some time to see old friends, sightsee, sample the local cuisine (a must in New Orleans), take in a jazz club, or hit the local book stores.

ARLIS/NY attendees focused chiefly on sessions devoted to cataloging and access issues. MARBI (Machine Readable Bibliographic Information) sessions were attended by Sherman Clarke, MARBI liaison for the VRA, and Elizabeth O'Keefe, MARBI liaison for ARLIS/NA. Daniel Starr managed to drop in on a MARBI session in between monitoring meetings of the Committee on Cataloging: Description and Access (he is ARLIS/NA liaison to the group). Claudia Hill served on two subcommittees for ALCTS's Subject Analysis Committee: a subcommittee charged with the planning and implementation of a program on an aspect of subject analysis for the ALA Conference in 1998 and a subcommittee charged with promoting the display of currently encoded subject relationship/reference structures to system designers.

The meeting of the Catalogers Discussion Group on February 9, included reports on happenings at ALA. If you did not attend the CDG meeting, you can visit the web site of Sherman Clarke at <http://www.geocities.com/WestHollywood/9783>, which contains summaries of a number of different sessions. Updates on MARBI and CC:DA will also be published in the next issue of *ARLIS/NA Update*.

--Elizabeth O'Keefe



## Take a closer look at EBSCO!

**We're on the World Wide Web and ready to serve you with:**

- Unparalleled subscription service (including online serials) from the world's leading subscription agency, with 30 electronically linked offices in 20 countries working for you
- CD-ROM reference tools and an online reference center, *EBSCOhost*®, hosted by the world's leading information management company
- Fast, efficient document delivery from global resources in your choice of format.

For all the information you need and want from a name you already know and trust:  
<http://www.ebsco.com>

(201) 569-2500  
 (800) 753-2726  
 Fax (201) 569-0586

17-19 Washington Street  
 Tenafly, NJ 07670-2084



THE LEADER IN INTEGRATED INFORMATION MANAGEMENT

### ARLIS/NY Memorial Fund

The Chapter invites contributions to the fund from those who wish to memorialize deceased colleagues, friends, and family, or to honor the living by celebrating some milestone or professional achievement. Tax-deductible contributions will be used to support special lectures, workshops, seminars, tours and other chapter-sponsored events promoting the continuing education and professional development of those working in the field of art librarianship.

Contributions may be sent to: Claudia Hill, ARLIS/NY Treasurer, Art and Architecture Cataloger, Columbia University, Mail Code 1111, Butler Library, New York, NY 10027. Please make your check payable to ARLIS/NY, and indicate the person you wish to honor.

### Memorial Fund Contributions:

A contribution has been received in honor of Harold Palatsky. It should have been noted in the last issue of the Newsletter; we apologize for the delay.



## Member News

Welcome to new members *Rick Block*, Head of Technical Services, Thomas J. Watson Library, Metropolitan Museum of Art, *Carolyn DeLuca*, Electronic Resources Librarian, Thomas J. Watson Library, Metropolitan Museum of Art, and *Ocker & Trapp Library Bindery*.  
—*Shawn Steidinger*

### Two Members Relocate

Congratulations to *Eumie Imm Stroukoff*, who accepted a position as Director of the Thompson Public Library in January. Her new address is: Thompson Public Library, 934 Riverside Drive, North Grosvenordale, Conn. 06255, Tel.: 860-923-9779, E-mail: [eumie@biblio.org](mailto:eumie@biblio.org). A report of Eumie's adventures will follow in an upcoming issue of the *ARLIS/NY News*. And congratulations also to *Billy C. H. Kwan* who accepted a position in November at the University of Maryland, Baltimore, as Coordinator of Systems Operations/ Database Management Librarian. His new address is: University of Maryland, Baltimore County, 1000 Hilltop Circle, Baltimore, Md. 21250, Tel: 410-455-6814, E-mail: [kwan@umbc.edu](mailto:kwan@umbc.edu).

### Son Born to Greta Earnerst

Best wishes to *Greta Earnest* and her husband Tim Litzmann on the birth of their son Miles Earnest Litzmann on January 3, 1998. He arrived weighing in at 10 lbs, 2 oz. A photograph of Miles is posted on the hospital's web site at [www.docnet.org/virtual\\_nursery/index.html](http://www.docnet.org/virtual_nursery/index.html) (underscore between virtual and nursery). To see him, look under the pseudonym "mel."



### ARLIS/NY in Philadelphia Members Listed in Conference Preliminary Program

- **Coordinators for business meetings and discussion groups**

*Sherman Clarke* (Art NACO, and Cataloging Problems Discussion Group)

*Jean Hines* (Decorative Arts Round Table Business Meeting)

*Deborah Kempe* (Scipio Users Group Meeting)

*Barbara Mathe* (Museum Library Division Business Meeting)

*Daniel Starr* (Cataloging Advisory Committee)

*Kay Teel* (VRA/ARLIS Cataloging Problems; and Cataloging Section Business Meeting)

- **Session and Ask ARLIS moderators**

*Ross Day* (Serving Diverse Communities/Building Diverse Collections)

*Stephen H. Van Dyk* (Auction Catalogs: Collection Development, Organization, Reference, and the Appraiser)

*Paul Glassman* (Diamonds or Dinosaurs? New Technologies in Landmark Libraries)

*Ted Goodman* (Pink Papers and Lavender Files: Preserving Gay and Lesbian Art History in Archival Collections)

*Claire Hills-Nova* (Diamonds or Dinosaurs? ...)

*Deirdre Lawrence* (The Art Librarian as Curator)

*Daniel Starr* (Cataloging and Indexing in an Ideal World)

- **Session and Ask ARLIS panelists and contributors**

*Ann Britton* (Cataloging and Indexing in an ideal World)

*Alison Dickey* (Cataloging and Indexing...)

*Robert E. Drake* (The Architectural Vision: Non-Print Reference Sources on Architects)

*Claudia Hill* (Serving Diverse Communities...)

*Deborah Kempe* (Collection Level Records: Archivists and Librarians Share Solutions)

*Deirdre Lawrence* (Money Matters: Multiple Perspectives in Grant Funding for Libraries and Museums)

*Barbara Mathe* (The Art Librarian as Curator)

*Janet Parks* (Pink Papers and Lavender Files...)

*Lee Robinson* (Auction Catalogs...)

*Daniel Starr* (Cataloging and Indexing...)

*Kay Teel* (Cataloging and Indexing...)

### Hazen Center Welcomes Members at Winter Meeting

ARLIS/NY members gathered en masse at the Thomas J. Watson Library in The Metropolitan Museum of Art at 4:30 on February 4 for the Chapter's Winter Meeting and an introduction to the recently opened Lita Annenberg Hazen and Joseph H. Hazen Center for Electronic Information Resources.

Carol Rusk, the new ARLIS/NY Chair, welcomed members and introduced Kenneth Soelner, Chief Librarian of the Watson Library. He briefly explained the genesis of the Hazen Center. One of the Museum's Board Members made a generous donation which allowed the Watson Library to construct a small glass-

---

**'Classes are offered to anyone eligible to use the Watson Library.'**

---

enclosed room within the library, as well as purchase electronic resources. The room contains six high-speed computer terminals and both black-and-white and color laser printers. The gift also enabled the library to hire an Electronic Resources Librarian to oversee the operation of the Center.

Carolyn DeLuca, the Electronic Resources Librarian was introduced. She explained in detail the operation of the Center, from the equipment to the training programs she has planned. The Hazen Center is dedicated to making more electronic resources available to staff and researchers than can usually be accessed in museum libraries. Although the Watson Library had electronic resources such as BHA, Art Index, and Internet access before the construction of the Hazen Center, the new equipment works faster and can run many more reference and full-text CD-ROMs. Carolyn DeLuca urged members to explore the Watson Library's Web page which is located on the museum's web site at [www.metmuseum.org/htmlfile/watson/index](http://www.metmuseum.org/htmlfile/watson/index). This site includes information about the Watson Library and Hazen Center, the library's catalog, and Internet resources that have been evaluated for authority,

content, and format. It is updated every two to three weeks. Classes are offered to anyone eligible to use the Watson Library.

Following the presentation, members mingled around tables laid out with delicious food and drink, until the Chair, Carol Rusk, called members to order for a short business meeting, and introduced the current Executive Board. Shawn Steidinger, Secretary, announced the names of new members. Rebecca Wilkins, Head of the Travel Award Committee, introduced this year's winner. Then Claudia Hill, Treasurer, presented the Treasurer's Report, which indicated a healthy balance. Members were encouraged to offer suggestions to the Board as to the best use of the funds. Carol Rusk said that ARLIS/NY made contributions of \$50 towards the NYTSL Reception on March 20, and \$200 to ARLIS/NA to help fund the Reception for New Members at the Philadelphia Conference. She also announced the possibility of an event at the Rotunda Gallery in Brooklyn early in March. Liz O'Keefe said she enjoyed serving as Chair last year. Janis Ekdahl, Director of the Museum of Modern Art Library, introduced Jenny Tobias, the new Associate Librarian/Reference, and Cynthia Frame, the library's new Preservation Specialist. The meeting concluded with an invitation to members to use the computers in the Hazen Center and explore the CD-ROMs and Internet resources.

*--Jeffrey Stephens*



*L. Phillips*

**Fourth Travel Award  
Recipient Named**

Congratulations to Ilene Margaras, winner of the 1998 ARLIS/New York Travel Award. She is currently the Assistant Librarian/Archivist at the Solomon R. Guggenheim Museum. After closing in 1994, the Guggenheim Library relocated to the Guggenheim Museum SoHo and, in 1995, reopened with Ilene Margaras at its helm. As the sole librarian, she is in charge of collection development, cataloging, circulation, reference, supervision, and preservation.

She has a BFA in Film and Video from the School of Visual Arts, and graduated with her M.L.S. and Certificate in Archives from Long Island University's Palmer School of Library and Information Science. You may have met her at one of the ARLIS/NY meetings; she has been a member since 1996. Look for her conference write-up in the spring newsletter.

--Rebecca Wilkins

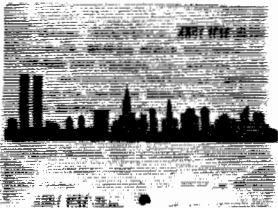
**Looking for Work? *~***

**Adam and Sophie Gimbel  
Design Library, Parsons School of  
Design (New School University)**  
*Librarian*

This position provides reference service and orientation to the student body and faculty, bibliographic instruction in specific subject areas of art and design, compilation of bibliographies, and assistance to patrons in the use of collections of the Library, in addition to other responsibilities. Required qualifications include an M.L.S. from an ALA-accredited program. Salary, low to mid-thirties. Submit a resume, cover letter and three references to: Clayton C. Kirking, Director, Adam and Sophie Gimbel Design Library, Parsons School of Design, 2 West 13<sup>th</sup> Street, Second Floor, New York, NY 10011.

**Sarah Lawrence College**  
*Curator of the Slide Library*

The Curator is responsible for the management and development of an intensively used collection of over 150,000 slide images, the supervision of 1 ½ FTE and a number of student workers. The incumbent will be expected to develop and implement a user-searchable database that will be accessible from the campus network for a rapidly growing slide collection. Candidates are required to have a Masters in Art History. Salary commensurate with education and experience. Anticipated starting date: summer 1998. For fullest consideration, send letter of application, current resume, and the names of three references to Julie Auster, Human Resources, Sarah Lawrence College, Bronxville, N.Y. 10708.

<p><b>ARLIS/NY</b></p> <p><b>Portfolios</b></p>	
<p>Due to popular demand, ARLIS/NY is selling the "2<sup>nd</sup> edition" of its clear portfolios. This 2<sup>nd</sup> edition portfolio is a smoky tint, with the famous skyline design ... but the price is still only \$10.00. They will be on sale at the ARLIS/NA conference in Philadelphia. Use them to carry your papers and show your support of ARLIS/ NY! For further information or to place your order, contact Claudia Hill at (212)-854-7561, or <a href="mailto:ch255@columbia.edu">ch255@columbia.edu</a>.</p>	



**Membership Renewal Time**  
ARLIS/NY 1998 Membership renewal forms were mailed in November. The fee of \$15.00 for personal members is used to support meetings, publish the newsletter, and support events for the membership. Please remember to renew your membership today.

**Erratum:**

In the Fall 1997 Newsletter the *Holiday Meeting* was erroneously referred to as the *Winter Meeting* in the calendar and in the contents section.

# O C K E R & T R A P P

*We are dedicated to craftsmanship and understand the need for consistent quality and efficient service*

## COMPLETE LIBRARY BINDING SERVICE

- PRESERVATION PHOTOCOPYING
- CUSTOM DESIGNED ENCLOSURES
- SPECIAL HAND BINDING
  - CONSERVATION
  - DEACIDIFICATION
  - ENCAPSULATION
  - RESTORATION



## SHORT RUN EDITION BINDING

17C Palisade Ave. • Emerson, NJ 07630 - 0314



Tel: 201-265-0262 or 1-800-253-0262 • Fax: 201-265-0588

## Columbia University

*Head Curator, Visual Resources Collection*

Columbia University's Department of Art History and Archaeology seeks Head Curator to provide leadership in re-organizing a major collection, including over 500,000 slides. Master's degree in Art History and/or Master's in Library Science and at least 3 years experience as a curator of a slide/photograph collection required. Send statement of interest and CV to: Emily Gabor, Department of Art History and Archaeology, 826 Schermerhorn, MC 5517, Columbia University, New York, N.Y. 10027. E-mail: [eag43@columbia.edu](mailto:eag43@columbia.edu). Fax: (212) 854-7329. Final Deadline: March 15, 1998.

## The Pierpont Morgan Library

*Cataloging Position*

An experienced cataloger is sought for a two-year, grant-funded position for the library's retrospective conversion project.

The cataloger will convert existing descriptions of manuscripts (chiefly medieval and Renaissance, but also including some Coptic, Ethiopian, and Islamic) into RLIN records, and contribute NACO authority records to the Name Authority File. Required: ALA-accredited M.L.S. and three years professional cataloging experience in an online environment, western European languages. Competitive salary. Fax a letter of application and a resume to: Nancy Schoffelen, Human Resources Manager, Pierpont Morgan Library, 29 East 36<sup>th</sup> Street, New York, N.Y. 10016. Fax: 212-481-3484.

## Last Call for Mentors and Mentees for the Philadelphia Conference

Mentors especially needed at this time. If interested, please contact Peter Blank, Philadelphia Mentor Program Coordinator, without delay. Fax: (650) 725-0140; [ppb@leland.stanford.edu](mailto:ppb@leland.stanford.edu); (650)725-1038



*The James B. Duke House, designed by Horace Trumbauer (1912), at 78<sup>th</sup> Street and Fifth Avenue, now home of New York University's Institute of Fine Arts, which underwent some exterior construction in December: Site of 1997 ARLIS/NY Holiday Meeting (more on p. 4)*

**ARLIS/New York News**

Shawn Steidinger, Secretary of ARLIS/NY  
Thomas J. Watson Library  
Metropolitan Museum of Art  
1000 Fifth Avenue  
New York, NY 100288

FORWARDING & RETURN POSTAGE GUARANTEED  
ADDRESS CHANGE REQUESTED