
From: Peggy Phetterplace **Sent:** Mon 2/6/2012 1:08 PM
To: Steven Kolberg; Jill Uhler; Christopher Ludvigsen; Cindy Campbell; Heidi Swanson; Timothy Bishop; William Shuluk; Frank Dowd; Jane V. Bigelow; Karen Kalisz; Diane Jackson
Cc:
Subject: Closing Procedures for the 3rd floor
Attachments:

Please make sure student assistants who are in charge of closing the library on the 3rd floor do not leave the desk until **all** patrons from the 3rd floor have left.

Thank you

Jill, please forward this email to the student assistants.

Peggy Phetterplace

Richard H. Rush Library

Coordinator, Library Circulation Services

Edison State College

8099 College Pkwy SW

Fort Myers, FL 33919

Tel: (239) 489-9299

Tel: (239) 489-9220

Fax: (239) 489-9465