

Please read and sign below

To: All student assistants

From: Staff

Please, when you are on the third floor or at the second floor desk, do not entertain friends. Your attention needs to stay focused on what is happening around you for security purposes.

Also, when you are processing books you need to pay close attention to the details. If you have any questions, please refer to the manual. You may need to ask Steven or Cindy, if you still do not understand. Redoing an item is time consuming and waste materials.

Thank you,
Peggy, Jill, Steven and Cindy