

## STUDENT ASSISTANTS *FYI*

You are expected to report *PROMPTLY* to work. That means *BE ON TIME.*

### **After hours**

If you are going to be late or unable to work,) call: 239-489-9299 (Peggy's phone)

### **Working hours**

239-489-9220, (Circulation desk)

### ***CAMPUS CLOSINGS***

239-489-9300

(THE CAMPUS SWITCHBOARD)

Does the Library have ALL necessary phone number/s, email address/as, and locations where you can be reached???

Two weeks notice is customary for resignation