AGENDA

# Edison State College – Charlotte Campus

**Learning Resources Center**

## July 17, 2012

## 10:00 AM

Attendees: LRC Staff

Location: LRC Office

Please bring: Agenda and pen

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| 10:00 AM | Welcome  Upcoming closures/times off  Vacations  Coverage for Mary Ann’s vacation    Operations   * Student assistants   Looking for Joy’s replacement – Work Study  Thorough clean-up and neatening of library – early August     * Area updates:   Circulation  Student Change of Address Form  Making sure books are shelved correctly    Reference    Office  Office Depot or other supplies – give list to Laura    News  Inventory Report  Cornerstone class passports    AV (Mark Trapani)  WEPA  Everything Changes!  Faculty & Staff continue to call the library for assistance     * Concerns      * Campus/LRC   Let’s Talk SACS – Week of July 23  Cindy Rallo good-bye & end of summer social – August 1  Convocation – Monday, August 20  Classes Begin – August 23  Discussion |  |