AGENDA

# Edison State College – Charlotte Campus

**Learning Resources Center**

## December 12, 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 Winter Break hours Mary Ann off Dec. 17 & 18 Staff updates Operations* Student assistants

 Clean all areas and shelf read before break begins Last day: Dec. 13; return on Jan. 9 (Stacey schedule)* Area updates:

 Circulation  Reference EBSCO workshops No research or citation workshops Spring semester  Office Next time sheet due to me before noon, Jan. 3  (full-time only) National Library Week planning in January (April 15-19)  WEPA ALL students should know about WEPA, cashier hours and cash minimums (orientation, classes, signs, emails, etc.) Students are responsible for having  funds available to printNews  Safety Training – MUST be completed by Dec. 18!!! Ethics video presentation online (not required)  * Concerns
* Campus/LRC

 Holiday Party tomorrow; 11:30 – 2 Nurse Pinning tomorrow; 6 p.m. Faculty/Staff Breakfast: Jan. 3; 8 a.m. – 9 a.m. Relay for Life & Heart Walk update Campus Closed Dec. 19 – Jan. 1 (We return to work Jan. 2) Classes begin Jan. 9Discussion |  |