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 print  News  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. 9  Discussion |  |