**AGENDA**

# Edison State College – Charlotte Campus Library

**January 22, 2014 10:00 AM**

Attendees: Library Staff

Location: Library Office

Please bring: Agenda and pen

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|  | * + - * Welcome * Upcoming closures/times off   Not Closed for President’s Day   * + - * Operations * Student assistants   Duties have been assigned for semester—reminded about shelf-reading,  cleaning, paper in WEPA & copier, newspapers, magazines, etc.     * Area updates:   Circulation      Reference  Database update (Gray sheet has been revised)      Office  Printing changes – work in progress     * National Library Week planning (April 14-18)   Candy Day - pick date (Tuesday, April 15?)  Public Relations & Marketing Dept. will supply bags and candy!!!!  List of candy needed     * + - * News   Da Vinci reader for students registered with Adaptive Services  QEP classes (Dr. Gilfert) should be in workshop schedule soon  “State of the College” Address – Friday, Feb. 7, 2 p.m. Barbara B. Mann     * + - * Campus/Library   Yard Sale: Feb. 1, 8 a.m. to noon  Heart Walk: Feb. 8     * + - * Discussion   Next Meeting: Wednesday, February 19; 10 a.m. |  |