AGENDA

# Edison State College – Charlotte Campus

**Library**

## November 20, 2013

## 10:00 AM

Attendees: Library Staff

Location: Library Office

Please bring: Agenda and pen

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| 10:00 AM | Welcome   * Upcoming closures/times off   November/December Schedule   * Late nights Dec. 2 – 5 to 11 p.m. * Notifications and calendar     Operations   * Student assistants   End of Semester Party – Tues., Dec. 10?  Last Day: Dec. 11; Return Jan. 6  Spring Schedule   * Area updates:   Circulation  Continue to collect email & telephone #s for ECHS  Check in and routing of ILL books—books from other  colleges MUST go to Laura    Reference  Databases    Office  Printing changes  Time sheet schedule  WEPA    News  Student Survey Results  Unit Plan for 2014     * Campus/Library   Angel Tree Gift?  Campus Closed – Nov. 28-Dec. 1  Cram Jam – Dec. 2  Shredding – Dec. 12; 10 a.m. to 2 p.m.  Campus Closed Dec. 18 – Jan. 1 \*Return to work Jan 2  Classes begin Jan. 6      Discussion |  |