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  |  |