**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.  |  |