



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, August 24, 2006, Number 1554

LIBRARY HOURS FOR FALL:

Come to Library Administration to pick up your hours . They are located in the large conference room . Come by after 11:00 am. The 9 posters are for NRR, CRR, Circulation & Photocopy(2), Music Library, Chemistry, Math/Physics, Computer Science, MASIC.

STAFF PHOTO 2006:

The best group photo taken by Keith is now located on LIB_Staff SHARE FOLDER. Take a look - you'll be impressed!

INFO DESK FOR FIRST DAYS:

The Publications and Publicity Team is looking for assistance to staff the horseshoe (or a table) outside the CRR. This will be on **September 5 and 6 between 9:00 am - 3:00 pm.** The CRR is bombarded with students entering to ask questions on where such and such is . . . Since it is OUR BUILDING mostly, let's get a piece of the action and show them that we're here to help! We have some handouts to include:

- 1) Locations + Hours of Service Locations (as Bookstore, Kinkos)
- 2) Directory of Floors to Show Offices + on back key to locations
 - NORTH** (side facing Student Union),
 - SOUTH** (side facing Psychology Bldg./SAC),
 - EAST** (side facing Fine Arts Bldg.)
 - WEST** (side facing Old Chemistry Bldg.-zebra walk)
- 3) List of courses held in classrooms in Melville Library

(We will bring a laptop to do searches as needed.)

TIME SLOTS FOR ASSISTANCE - TWO STAFF AT EACH TIME WOULD BE GOOD :
(On Sept. 5) (On Sept. 6)

9:00 - 10:00	_____	_____
10:00 - 11:00	_____	_____
11:00 - noon	_____	_____
noon - 1:00	_____	_____
1:00 - 2:00	_____	_____
2:00 - 3:00	_____	_____