



**CALENDAR ORDERS:**

In order to reduce expenditures for this fiscal year, library staff are being encouraged to use the Lotus Notes electronic calendar instead of purchasing desk calendars. If there is a need for a wall calendar, planner, or other calendar item, **please submit the request to Sherry or Dan**. The Associate Directors will submit the approved requests to Germaine.

For those not familiar with using the Lotus Notes calendar, DoIT is offering two classes, November 5 and December 8. Please use the following link to register for either of these classes <http://naples.cc.sunysb.edu/DoIT/trainingclasses.nsf/manage>. Also, Janet Clark will be offering a Lotus Notes calendar training class on November 6, 10 a.m.-12 p.m. Please contact Janet if you are interested in attending.



**PUBLICATIONS AND PUBLICITY SHOWCASE :**

Ever wonder who is responsible for . . .

- setting up galleria displays
- updating the library information in campus brochures
- maintaining library website ([in part](#))
- designing the library holiday card
- setting up the annual staff photo
- compiling the biannual library newsletter, *Connections*
- creating postcards about library services and collections
- posting fliers about library events and workshops

It is the members of Publications and Publicity Team working closely with Library Instruction!

**COME AND SEE SOME OF THE EFFORTS OF THE TEAM**

**WHERE:                   LARGE CONFERENCE ROOM**  
**TIME:                    10:00 AM - 2:00 PM**  
**DATE:                    FRIDAY, OCTOBER 23**

We think you'll agree that this team fills an important niche here on the campus.

***Now, we'd like to have you consider joining this group.***

**PLEASE SEE ANY OF THE MEMBERS FOR MORE INFORMATION.**

MEMBERS: Fiona Grady, Keith Krejci, Kristen Reynolds, Deborah Guest (newest member),  
Cornelia Creel, and Maryanne Vigneaux.