



Maryanne Vigneaux/Lib

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To Maryanne Vigneaux/Lib@SUNYSB

cc

bcc F.Jason Torre/Lib

Subject Library Bulletin, Sept. 20, 2002, Number 1307

STUDENT ASSISTANT TIMESHEETS:

Student Time Sheets paid is now available on line. Please provide Pam with a copy of the students who are getting paid for pay period # 12.

LOST AND FOUND:

Make sure to send left-behind items from your areas to the Director's Office. Give valuables and clothing to Linda or Maryanne to "store" in a locked file. Books, notebooks can be placed in a metal holding area near the mail area in Director's Office.

Any valuable items are kept securely and are turned over to campus police if unclaimed within a week. Other items (hats, gloves, notebooks etc.) are kept for a month then thrown away. Books are kept until the end of the semester then given to the gift books librarian.