



Maryanne Vigneaux/Lib  
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To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, January 23, 2003, Number 1338

**STUDENT STAFF APPRECIATION DAY:**

The nomination forms should be submitted to the Director's Office attn: Pam or Germaine.

**NEWS FROM PERSONNEL:**

Ken Doyle has been hospitalized with a leg infection. If anyone would like to send Ken a get-well card, his home address is: 30 Francis Court, Elmont, NY 11003

**CIVIL SERVICE TESTS:**

Carol Londioro (Human Resources) was able to find the Announcement for this test (it has already been archived). You can see what subjects are being covered by clicking on the below link and scrolling through the announcement, or just print it out.

<http://www.cs.state.ny.us/announ/Archived-announcements/Mar03-2003/34-501.cfm>

As you will see from the Announcement, there are several subjects being covered in this examination, and they vary depending on whether the individual is taking the Library Clerk 1 or Library Clerk 2 test. I am attaching a sheet of resources for your staff in order to help them prepare for this test.



Civil Service Examination Preparation Resource



**STUDENT EMPLOYMENT TRAINING CLASS:**

We have a Student Employment training class scheduled for new users on Friday 1/31 from 9:00-1:00.

This training will cover the following:

- Creating Assignments
- Appointing Students
- Extending an Appointment
- Approving Timesheets
- Reports

There are a few seats left to fill. If you are interested in attending this training session as a refresher to the training you attended previously **please reply to this email ASAP**. The first few people to respond will be placed in the class and I will receive confirmation from me right away. The others will be placed on a waiting list. If the response is great and we find that we need to add more classes we will do so and notify you of the schedule.

Kim Rant, DOIT Training Manager  
DOIT/Client Support  
Stony Brook University  
(631) 632-1232  
mailto:Kim.Rant@stonybrook.edu **REPLY TO**