



Maryanne Vigneaux/Lib  
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To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, December 1, 2003, Number 1404



**BROWN BAG:**

Please HOLD the following date on your already full calendars - **December 4, 11:30 - 1:00** in one of the computer classrooms. Janet has OK'd for staff to bring food (usually not allowed). Jason and Richie are giving a presentation on "Preservation of Digital Assets."

**LIBRARY EXTENDED HOURS:**

For your information, this is the service policy arranged with University Police !



Extend hours03.doc

**PRESS RELEASE FROM L.I.U. @ C.W.POST:**

Free public lecture on Thursday, December 11, 2003 at 7:00 pm in Hutchins Gallery in the library at C.W. Post. Topic is "Information Ethics and Policy: Issues and Challenges for the Information Profession. This public talk is given by Dr. Toni Carbo, a professor in the School of Information Sciences at University of Pittsburgh.

for more info - [hildreth@liu.edu](mailto:hildreth@liu.edu)



#### HOUSEKEEPING UPDATE:

(This information is PART of a memo from Facilities and Services to Building Managers and is in effect this week.)

Below is a list of reduced or eliminated services we will be implementing immediately to meet our budget reduction goals for this fiscal year.

- Smart Team program (i.e. picture & bulletin board hanging) will be modified to include only building repair and maintenance related issues
- Vacuuming services reduced from daily to once a week
- Refinishing tile floors annually vs. biannual
- All routine maintenance performed during normal work hours
- Trash removal three times/week vs. daily in offices and conferences rooms (**MON., WED., FRI.**)

#### **FOR LIBRARY)**

- Carpet cleaning reduced (**SPOT CLEANING ONLY DONE**)
- Inner circle bus route discontinued
- Bus charters reduced