



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, December 12, 2002, Number 1331

TO ALL STAFF:

The Digitization Team has been formed and would like to hear from you. We are currently collecting information on digitally related projects currently being conducted by all library staff. If you are or have worked on a digital project that involved scanning images, meta-data methods, preserving digitally created text documents, digital photography, or related projects, we are requesting that you write up a short synopsis of the project. Please include technical requirements (if available), time estimates, monetary estimates, training and staffing needs in the synopsis.

These documents will allow the team to judge our current status of experience and develop a knowledge base to work from and build upon. Thank you all for your cooperation and aid with this informal survey. **Please e-mail your documents (in Word format) to Jason Torre, Team Lead, by December 19th.**



MATH/PHYSICS LIBRARY HOURS:

Math/Physics Library Extended Hours for Final Exams - Dec. 9th - Dec. 20th

Mon. - Thurs. - 8:30 am - 12:00 midnight
Fri. - (12/13, 12/20) - 8:30 am - 7:00 pm
Sat.- (12/14) - 2:00 pm - 6:00 pm
Sun. - (12/15) - 2:00 pm - 12:00 midnight



STAFF HOLIDAY PARTY:

Time is drawing closer to our annual holiday extravaganza . The Social Committee still has need of items. If you can't volunteer to buy or make something then give payment of \$ 5.00 so that the committee heads can purchase needed supplies .

The Committee will be meeting on Monday, Dec . 16, to get organized and make sure we are prepared for our party. Those planning the program are meeting on Friday, Dec . 13 in the afternoon. Those planning table decorations/raffles are going shopping after work on Monday, Dec . 16.

Thanks to all who have offered to help or who have given a contribution of money.

