



Maryanne Vigneaux/Lib
12/04/2002 02:07 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, December 4, 2002, Number 1329

EMERGENCY OPENING AND CLOSING GUIDELINES: (www.stonybrook.edu/library/emergency.htm)

When the University **closes**, the Library closes.

When the University **cancels classes**, the Library will attempt to open or stay open.

It is the responsibility of the head of each public service department and branch to determine whether the department or branch can open or not. The head should consult with an assistant director or director.

All staff should contact their supervisor if you cannot report to work. If you cannot contact your supervisor, contact an assistant director or the Administrative office.

Non-public services staff who report to work may be asked to help staff reading room desks.



HOLIDAY PARTY:

If you wish to be entered into the raffle for the table decoration + ? make sure to cut off the back page with your name label and hand it in to Maryanne.

You should have received your invitation today. The following staff have offered to be on the Social Committee:

<i>Jeanne Horn (Reference)</i>	<i>Paper Products</i>
<i>Eileen Phoel (Photocopy Services)</i>	<i>Appetizers</i>
<i>Liz Geoghegan (Serials)</i>	<i>Hot/Cold Entrees</i>
<i>Linda Crawford (Cataloging)</i>	<i>Dessert</i>
<i>Elba Orsland (Photocopy Services)</i>	<i>Beverages</i>
<i>Maryanne Vigneaux (Director's Office)</i>	<i>Program</i>
<i>Gulnara Shafikova (Director's Office)</i>	<i>Table Decorations/Raffles</i>

*Please see the person to whom you would like to offer your help. 10 people for each area would be appreciated. If you choose not to help then contribute \$5.00 to be used to purchase items needed. **Let the members of the committee know by Wednesday, Dec. 11th so that our party will be successful!** Thank you!*

STATE FOOD PAYMENTS / REIMBURSEMENT:

To all of you who submit receipts for meal reimbursement when traveling there is an update.

Only original itemized receipts (i.e. receipts with detailed food/beverage purchase information) will be accepted for reimbursement. Credit card receipts and/or statements will not be accepted for reimbursement.

EXTENDED HOURS FOR COMMUTER LOUNGE + GALLERIA:

The commuter lounge and Galleria in the Melville Library Building will be open 24 hours until the end of the semester, Dec. 20, for students to study. Campus police will provide security including patrol and safe ride. Other units of the library will be closed midnight as regularly scheduled. During the final test week, some branch libraries might be able to extend two hours until midnight pending on availability of student help.

Sherry Chang
Assistant Director of Library for Public Services