December 5, 2008, Welcome to InfoShock News Express.  InfoShock News Express is a weekly news bulletin of activities happening in the University Libraries brought to you by the members of the Libraries Operations Council.  And now for the announcements—

WSU Library Associates Presents J.R. Mead's 'Letters from Kansas, 1859-1868'
Join us this Sunday, Dec 7, from 2-4p.m. for a glimpse into Kansas’ history through the words of J.R. Mead. Professor emeritus Schuyler Jones, a world renowned anthropologist and Mead's grandson, will discuss J.R. Mead's "Letters from Kansas, 1859-1868." The event also celebrates the paperback reissue of Mead's "Hunting and Trading on the Great Plains," edited by Jones. Copies of the book will be available for purchase and signing by the editor. The lecture will take place in Ablah Library outside Special Collections. Refreshments will be served.

Holiday Alarm Schedule
For security and safety reasons, the building’s security system is normally armed when the library is closed to the public. During the holiday shutdown period, the alarms will be turned off during selected hours to allow faculty and staff the opportunity to perform onsite work. A draft holiday alarm schedule will be sent out this afternoon. Please look at it and let me know by Wednesday, December 10th, if you see any drastic problems.

Carpeting Update
Roger Dick from the Physical Plant reports that National Flooring has informed him the new carpet will ship on December 20th. The installers anticipate they will be ready to install carpet in the lower level on December 29th. They anticipate giving us an installation date for the rest of the areas within the next 10 days. Currently, staff area installations are scheduled for after the holiday period.

Holiday Timesheets
You may have noticed that you recently received three Exception Reports covering the dates November 30 – January 10th. This is to accommodate your Holiday Break and any time off you are taking during the holiday shutdown. The deadlines for the sheets are as follows: Nov 30 through Dec 13th – Due: Dec 11; Dec 14 through Dec 27 – Due Dec 17; and Dec 28 through Jan 10 – Due Jan 8. Please turn in your timesheet early if you plan to be gone when it’s due. Glennis has sent out the special time codes that are to be used during this period. If you have lost that e-mail here they are again:

Faculty / Exempt: If you are using your discretionary day use: DDE. If you worked Veterans’ day and wish to use the compensatory time you earned use: HCE. (As a reminder faculty leave must be taken in 4 hours increments)

Classified / Non-Exempt: If you are using your discretionary day use: DDY. If you wish to use any earned holiday shutdown compensatory time use: CMT.

All of these codes should be entered in the third column of the Exception Report marked "Other Leave." Here is an example: CMT/Dec 24/ 8 hrs.
Student Appreciation Days Still Needs Volunteers
The Student Appreciation Committee reports that they still need more cookies, and December 15th-17th is rapidly approaching. The Student Appreciation Committee has filled out its table volunteer schedule, but it still needs to hear from all of you cookie-bakers (or as it is in my house —Pillsbury cookie dough-defroster). So if you are planning on bringing in cookies, please let Connie or Nancy know by next Wednesday, December 10th. A big thank you goes out to those of you who have already volunteered!

Holiday Celebration Scheduled!
The annual holiday luncheon has been scheduled for December 18th from 11:30 – 1:00 in the staffroom. You may have noticed that signup sheets have appeared in the staffroom. Please take a moment to look at these sheets. The Social committee will provide the meat, but they need some help with the side dishes and desserts. Set-up and clean-up help is also needed. This year’s social committee members are: Cindy Craig, Angie Paul, Chris Feeney, and Glennis Dodson. A special thank you goes out to these hardworking folks in addition to overseeing the holiday meal they also did a great job on the holiday trees.