

# **VOLUNTEER, STAFF, and EAS LIBRARY GRAND OPENING!**

## **Thursday, October 16<sup>th</sup>, 2008**

Thanks to CSSC volunteers Kathy Sawyer, John Fang, and Dave Birnbaum, who have offered to help us open our library and resource center to Staff, Volunteers, GEs, Interns, and EAS members on a regular basis. Please review the following guidelines and protocol posted inside the library. Enjoy!

### **1) What the Library has for You:**

- All kinds of Science and Space books and periodicals for ALL AGES
- Video, DVDs, CD ROMs + equipment to view them
- Computers to do internet search
- Teacher resources
- Volunteers to help you search for the resources you need whether in our library or elsewhere

### **2) Access:** The library is only open during supervised hours. Initial library hours:

- Thursdays: 11-2pm
- Fridays: 3-5pm
- EAS monthly meetings, 1 Saturday per month

### **3) Sorry, No Check Out:** At this time there is no check out system for Volunteers or EAS. The library is specifically an onsite resource and place to explore these resources. Therefore, all materials and resources must be referenced inside the library during open hours and may not leave the room. We also don't have budget/resources to photocopy materials. We appreciate your understanding.

### **4) Volunteer Assistance:** The volunteer supervisor on duty can help you search and locate resources that you are looking for. They are also in charge of the library during open hours and we ask that you respect their supervision of the rules and protocol of the library.

### **5) Donations to the Library:** At this time, we can not manage donations to the library. However, if someone says "this is a donation to the library" and insists on leaving it, please either place it in the library mailbox in administration or in the "donation box" located inside the library. All items MUST BE ACCOMPANIED BY A NOTE CONFIRMING THAT IT IS A DONATION, WHO DONATED IT AND CONTACT INFORMATION. The library is not a dumping zone for anything. We worked hard to get it organized and everything has it's place.

### **6) Reserving the Library Space:** Occasionally the library will be closed during normal hours due to reserved workshops or classes that need to use the space. Open/closed signs will be outside the door.

### **7) Where is the Library?** The library is located in the hallway marked "staff only" around the corner from the Lunar Lander and restrooms on the 2<sup>nd</sup> level of the Dellums building. There will be a sign on the door and the door will remain unlocked during posted library hours. This library is not open to the public.