



## *Weekly Bulletin for Department & Program Heads*

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*Number 4: Tuesday 20 November 2007*

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### **Conciliation talks**

As you will have heard, conciliation talks between the universities and CUPE 1975 are taking place today and tomorrow in Saskatoon.

### **Requests for reserve materials at the University Library: important**

Would you please circulate the following note from Carol Hixson, University Librarian, to members of your Department or program?

“Please let your faculty know that they should get their requests for Reserve materials in to the Library early - at least several days before the date on which they will need the items for their classes. As we approach the end of the semester, I know faculty are getting materials ready for their final projects and exams. This busy class preparation time also coincides with extremely busy circulation times (a lot of materials being checked out and being brought back to the Library.) Since we are running on a skeleton crew, the sooner they bring the Reserve materials in, the likelier it is that we'll be able to process them in time for their classes.

“At the moment, I am the Reserves expert for the library and I will be out of town for several days starting Thursday the 22nd. I'd like to encourage faculty to get things they want for Reserve to the Library by 4 p.m. on Wednesday the 21st if they want to be sure that we get them processed for their classes to use next week.”

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### **Health and safety**

Students continue to be very accommodating with regard to putting litter in bins and generally keeping washrooms, classrooms, and corridors in good condition. Please do continue to remind students before they leave your classes and seminars to deposit all litter in the bins.

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### **Faculty Council – Wednesday 21 November**

A reminder that Faculty Council meets as planned *tomorrow* at 2:30 in AH527. The agenda and supporting materials were forwarded to all members on Friday last.

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