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What's Happening?**More Events...**

TODAY	TOMORROW	WEDNESDAY
8:30 Pet Pals are Asking You for Urgent Help	8:30 Pet Pals are Asking You for Urgent Help	8:30 Pet Pals are Asking You for Urgent Help
6:00 Remember: A Holocaust Remembrance Day Event	10:30 Midnight Breakfast	

Herrick Library Final Exam Week Hours

(See attachment)

Attachment: [Exam_Week_Spring_20081.doc](#)[back to top](#)[Send Email Reminder](#)**Scholes Library End-of-the-Semester Hours**

Sat 5/3-----10 am-8 pm
 Sun 5/4-----12 noon-12 mid.
 Mon 5/5-----8 am-12 mid.
 Tue 5/6-----8 am-1 am
 Wed 5/7-----8 am-1 am
 Thu 5/8-----8 am-1 am
 Fri 5/9-----8 am-12 mid
 Sat 5/10-----10 am-8 pm
 Sun 5/11-----12 noon-12 mid.

Mon 5/12-Fri 5/16---8 am-4:30 pm
Sat 5/17-Sun 5/18---Closed

Summer hours begin Monday, 5/19.

PLEASE RETURN ALL LIBRARY MATERIALS by MONDAY, 5/5 to avoid billings for replacement and processing fees.

Link: http://scholes.alfred.edu//index.php?option=com_content&task=view&id=40&Itemid=88

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All Herrick Library Material ...

... Must be returned or renewed by:

MONDAY
May 5, 2008
THE RENEW DATE IS:
May 12, 2008

Graduating Students!
If library material is not
RETURNED or RENEWED
by
MONDAY
May 5, 2008
your student account
will automatically be billed on
TUESDAY
May 6, 2008

THANK YOU FOR YOUR COOPERATION!

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ITS Helpdesk Closed Noon-1 p.m. Tuesday May 6

The ITS Helpdesk will be closed from Noon-1 p.m. Tuesday, May 6, so that staff/students can attend the year-end STA picnic.

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Wireless Has Been Expanded Across Campus!

ITS is happy to announce that the wireless expansion project has been completed. You should now be able to Surf the Web, IM, and e-mail from any campus building.

If you encounter wireless "dead-spots" we would like to hear about them so that we can correct any remaining problems.

We also want to thank you for your patience and good will as we have worked together on this important project. Please consider clicking on the link below and answering a brief 3-question survey.
Link: [Wireless Access Survey](#)

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Let EndNote Help

Papers due? Need to write an assignment referring to scholarly articles? Save time. Save typing. Let EndNote help organize and style your references.

A Web version for EndNote is available for ease of use. Go to www.myendnoteweb.com and set up an account using your AU email (use a different password). Do an online search from EndNote to article databases like (PsychInfo, Art Abstracts, Business Source Premier, Academic Search Premier, PubMed, etc.), and draw the information into EndNote to organize and use.

Choose a style (MLA, APA 5th, CBE, ACS, etc.) for EndNote to build your reference or works cited list in your report.

If you prefer to use the EndNote desktop version: new EndNote X1 for Windows and Mac are on the U:drive. Go to your jobs.alfred.edu account then click on the Public > AULibraries > EndNote folders to download and install on your machine.

In the latest version of EndNote, groups can be created to view and manage subsets of references, and communication is smoother between the EndNote Desktop and EndNote Web versions, enhancing the ability to share references with your professor and/or work groups.

ITS supports our campus site license. Please honor the license restrictions. For questions about EndNote ask a librarian or e-mail lacourpc@alfred.edu.

Link: [For more help visit the online tutorials](#)

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Only Graduating Seniors Required to Return Mailbox Leys

All GRADUATING SENIORS who have a mailbox at the Powell Campus Center Mailroom are required to return their mailbox key to the mailroom by Friday, May 16, 2008. or they will be charged a non-refundable fee of \$10.

Only GRADUATING SENIORS are required to return their mailbox key to the mailroom at the end of the semester.

Congratulations to you All!

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DUMP n' RUN - Instructions for Students

WHAT STUDENTS NEED TO KNOW: When moving out, place your unwanted items in the common area of your hall. (Anytime between now and graduation day, May 17.)

WHAT IS DUMP n' RUN?: Every spring when students move out, usable items students don't want or can't fit into their cars end up in the dumpster! This year will be a bit different. Under the auspices of the AU Support Staff Council, students are being encouraged to 'dump' their usable items in the common areas of their residence halls before they 'run' off to family and summer jobs.

Non-perishable food items will be given to the local food pantries. All other items will be sold on May 23 and 24 at the Davis Gym on the AU campus. Items not sold will be given to charitable organizations for distribution to families in need. All money from the sale will be shared first with organizations which help with the collection and sale, and then to other charitable organizations.

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Summer Employment Process

Please notify HR if you have any summer positions available in your department that you want posted. An e-mail listing is fine. HR will post all open summer positions electronically and in Greene Hall. If you want to review applications please contact HR. Once you have interviewed and/or made your selection, complete the Student/Summer Payroll Authorization form (link below) and return to HR.

Whenever possible, supervisors are encouraged to give priority to Alfred University students, as well as children of AU staff. AU employees may not supervise their own immediate family members.

Any summer employee, who has not worked for the University previously, MUST report to Human Resources to complete all necessary paperwork BEFORE beginning employment.

Summer wage will be \$7.15/hour. Each department must stay within budget allocations, which your signature on the hiring form certifies that you have funding available.

Please remember that the FOAP cannot be a student number; summer hires are temporary employees.

Laws covering employees under 18 years of age restrict work assignments and hours, and require that such employees have a valid work permit for employment eligibility. Human Resources must be contacted before workers in this age group are hired.

If you have questions or need assistance with this process, please call Karen Dyring at ext. 2118 or email dyring@alfred.edu

Link: [Student/Summer PA Form](#)

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Faculty and Staff Volunteers Needed

CALLING ON THE CAMPUS COMMUNITY - FACULTY AND STAFF VOLUNTEERS NEEDED - FRIDAY, MAY 23 and SATURDAY MAY 24 (9 a.m.-3 p.m.) to assist the Support Staff Council with a "DUMP & RUN" yard sale. (We can also use help sorting the items!)

Local charitable organizations that volunteer assistance with this coordinated effort will receive a percentage of the proceeds.

If willing to help (and we hope there's a lot of people that will help!) OR/AND for further information contact Audrea A. Sirianni @ sirianaa@alfred.edu or Phone: 871-2144

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Free Online Journal - Opportunity to Publish

Check out the open, peer-reviewed, international electronic journal published twice a year by the Center for Excellence in Teaching at Georgia Southern University. It's a vehicle for articles, essays, and discussions about the scholarship of teaching and learning (SoTL) and its applications in higher/tertiary education today. The submission deadline for the July 2008 issue of IJ-SoTL is May 15, 2008.

Link: [Int. J. for the Scholarship of Teaching & Learning](#)

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Winners from Midnight Express

Congratulations to the winners from Midnight Express customer appreciation day.

Jasyn Consiglio \$50 Gift Card Best Buy
Elvison Richiez \$20 Gift Card Dicks Sporting

Thanks to everyone to making the night a success.

From all the staff at Midnight Express

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Sustainable Alfred Web Site Launched

Sustainable Alfred is a collaborative effort by faculty, staff and students at Alfred State College and Alfred University to make the community a better, "greener" place to live.

Check out the new Web site at sustainablealfred.org to see what's new.

Link: [Sustainable Alfred](#)

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Congratulations to the Winners

Congratulations to the Winners of the drawing for Customer Appreciation Day @ Cyber Fresh Cafe

Doreen Edwards \$50 Gift Card Best Buy
Cori Button \$20 Gift Card Dicks Sporting
Jesse VanSkiver Pepsi Rolling Cooler

Thanks to everyone for making the day a great success.

From all the staff @ Cyber Fresh Cafe

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