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TODAY

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SATURDAY

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## AU Library Services and Hours During Winter Break

Winter Break Service Changes:

Scholes Library will be open Monday-Friday 8:30-4:30

Herrick Library will be open by appointment only.

Library materials from both Herrick and Scholes are available for pick up via the item request system.

All requested library materials, including interlibrary loans, will be made available for pick up in Scholes Library.

Printers and computers use are available to current AU students, staff, and faculty in Scholes Library.

Services such as Archives and research consultations will be available by appointment in Herrick and Scholes.

The entrances will remain locked and instructions for entry upon arrival will be posted on the doors.

Both book drops will remain available for returns.

For more information on services or how to use the item requests system visit:

<https://libguides.alfred...>

For questions please email [libraries@alfred.edu](mailto:libraries@alfred.edu)

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

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### **Hornell Area Transit Bus**

Hornell Area Transit will be running one bus Monday - Friday. The bus leaves the Brick Bus stop at 1:05pm and will leave the WalMart Plaza at 4:25pm to return to Alfred. There is only one bus each way with limited seating, cost is covered by Student Senate if you show your AU Student ID.

Submitted by: Eliza Ordway

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### **LAST SALE of the Year! Additional 50% OFF Clearance**

Receive an additional 50% off Clearance 12/17-12/26/20. Shop in store through 12/23 or online!

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

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### **Open Position-Human Resources Associate**

Please see the link below for more information on the open Human Resources Associate position.

Link: [Human Resources Associate](#)

Submitted by: Tamara Green

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### **Fitness Center Winter Hours**

The Gibbs Fitness Center winter break hours are listed below, and open to all AU students, staff & faculty.

Appointments must still be made through the signugenius link in this email:

<https://www.signugenius....>

12/19-1/3: CLOSED

1/4-1/24: Monday - Friday: 7am-9am, 11:15am-1:15pm, 3:45pm-5:45pm

Submitted by: Tony Aquilina

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### **Additional 50% OFF Clearance Prices @ AU Bookstore**

Take an ADDITIONAL 50% OFF clearance prices 12/17-12/23 at the AU Bookstore!  
Sale includes select baseball caps, logo-ed teddy bears, AU memorabilia, fashion water bottles, clothing, and more!  
Take advantage of the great prices!

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

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### **Farewell to Mark Smith**

After 29 years at the Samuel R. Scholes Library of Ceramics and the New York State College of Ceramics, Mark Smith will be retiring at the end of this year, signaling the end of an era for the Alfred University Libraries.

Please join us in thanking Mark for all of the laughter, support, and creativity he has given us, and wishing him all good things in the next act of his life's adventure.

Link: [Announcing the Retirement of Mark A. Smith](#)

Submitted by: Brian Sullivan

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### **AU Bookstore Hours during break (Bookstore is OPEN)**

The AU Bookstore is OPEN during the holiday break if you need any last minute gifts! Bookstore Hours:  
M-W 12/21- 12/23 9:30-3:30  
Dec 24, 25, & 28 Closed  
December 29 & 30 9:30-3:30  
December 31 & Jan 1 Closed  
Happy Holidays Everyone!

Submitted by: Marcy Bradley

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### **Attention All Supervisors - Payroll Needs Your Help**

Due to a condensed time frame to run the payroll after the holidays, we are asking that all staff submit time sheets by noon this Friday, December 18, 2020.  
Supervisors are asked to approve all time sheets by 3:00 p.m. on Friday, December 18. Please remember that the pay for this time period will be the first payroll of 2021 so that is where supervisors will find the time sheets for approval. Please call Kayleigh Jones at 607-871-2276 or Mark Guinan 607-871-2909 with any questions.

Submitted by: Mark Guinan

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