

**From:** Brockenbrough, Celia <[Celia.Brockenbrough@norcocollege.edu](mailto:Celia.Brockenbrough@norcocollege.edu)>  
**Sent:** Thursday, February 07, 2019 11:11 AM  
**To:** Harris, Vivian <[Vivian.Harris@norcocollege.edu](mailto:Vivian.Harris@norcocollege.edu)>; Castro, Miguel <[Miguel.Castro@norcocollege.edu](mailto:Miguel.Castro@norcocollege.edu)>; Seifried, Susan <[Susan.Seifried@rccd.edu](mailto:Susan.Seifried@rccd.edu)>; S. Seifried (<[sjseifried@gmail.com](mailto:sjseifried@gmail.com)>) <[sjseifried@gmail.com](mailto:sjseifried@gmail.com)>; Ellis, Sally <[Sally.Ellis@rccd.edu](mailto:Sally.Ellis@rccd.edu)>; McGuckian, Patricia <[Patricia.McGuckian@rccd.edu](mailto:Patricia.McGuckian@rccd.edu)>; Brockenbrough, Celia <[Celia.Brockenbrough@norcocollege.edu](mailto:Celia.Brockenbrough@norcocollege.edu)>  
**Subject:** Important Please Read

Hello All,

Please read.

Nikki Capps (English) has asked if we can give very brief library orientations to the students in the writing lab during the first week of school. Below is the schedule that I am sending to Nikki. Thank you for your time and attention to this, Celia

#### **Monday 2/11 /19**

Sally Ellis: 9:30- 12:00

Miguel Castro: 4:30-6:30

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#### **Tuesday 2/12/19**

Susan Seifried: 9:30-12:00

Patricia McGuckian: 4:30-6:30

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#### **Wednesday 2/13/19**

Susan Seifried: 8:30-12:00

Patricia McGuckian: 4:30-5:30

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#### **Thursday 2/14/19**

Sally Ellis: 8:30- 12:00

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**Friday 2/15/19**

Susan Seifried: 9:30-12:00

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**Saturday 2/16/19 Closed**

Please promote the following in your presentations:

The Library Skills Instruction Workshop Schedule and Library I

Nikki has requested that we show the library's website, how to find things, and hand out our Student Library Guide.

See below Nikki's email to Damon:

**From:** Capps, Nicole  
**Sent:** Wednesday, January 30, 2019 10:53 AM  
**To:** Nance, Damon <[Damon.Nance@norccollege.edu](mailto:Damon.Nance@norccollege.edu)>  
**Subject:** Spring lab orientations

Hello! I will be conducting lab orientations in IT121 during the first week of the semester (unless I'm in class, in which case, a different lab instructor will be conducting them). This gives us a good opportunity to present library services to large groups of English students, like we talked about previously.

If you would like to send people over at any of the lab hours, I'd be happy to let them speak briefly and pass out pamphlets/flyers, etc. You could even show the website and how to find things. We always have time at the end of every orientation, which is the 30-minute mark. So, the following times are available (or when someone isn't available, I'd be glad to hand out pamphlets for you).

M/T: Every 1/2-hour mark from 9:30am-6:30pm  
W/Th: Every 1/2-hour mark from 8:30am-5:30pm  
Fri: Every 1/2-hour mark from 9:30am-1:30pm  
Sat: 10:30 and 11:30am

If you can let me know ahead of time what you have worked out, that would be great, just so I can share with lab instructors.