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CREDIT UNION MEETING

A meeting of UNF members of the Duval County Teachers' Credit Union is scheduled for 4:30 p.m. Thursday (Jan. 13) in the conference room. Dean Jim C. Haywood has called the meeting to elect an official UNF representative to the credit union and to decide on the disposition of \$40 that the UNF has received in cash awards for membership growth over the past two years. Dean Haywood has been serving as the UNF representative since his appointment by President Carpenter.

UNF WOMEN'S CLUB

Dr. Gerson Yessin, chairman of our department of fine arts, will present a program to the next meeting of the UNF Women's Club, scheduled for 9:30 a.m. Thursday (Jan. 13) at the home of Mrs. Ellis White, 8370 Royalwood Drive.

STATIONERY STORAGE

Due to lack of storage space Purchasing cannot stock departmental stationery. Departments should inventory their stationery and re-order when needed, allowing at least a week for delivery. A small supply of plain stationery with no department designation is in stock and may be ordered from Henry Bazzell.

LIBRARY PROCEDURES

Lucille Jans, assistant director of libraries, urges the staff to follow a few simple rules when using the library. (1) When browsing, put books back in exactly the same spot from which they were taken. (2) Don't move books from one area of the library to another. (3) To check out a book, put your name on a slip, insert it in the book. It will be checked out to you when it's ready for circulation. (4) For immediate check-out, take a book to a staffer and request that it be checked out to you. Don't take books unless they have been checked out personally. (5) Return all uncatalogued books (those without LC call numbers) as soon as you've finished so they can be processed.

UNF REFRIGERATOR

The refrigerator will be cleaned out Thursday (Jan. 13). Anyone having food in the refrigerator should remove it before leaving the office Wednesday.

NEW FACES

EUGENE HARRIE, campus architect for the University of California at Riverside, has joined the UNF staff as physical planning consultant in the Office of Planning and Evaluation. Mr. Harrie received a bachelor of science in biology from Jamestown (N.D.) College and a bachelor of architecture from North Dakota State University.

AMBUJ JAIN is the new accountant in finance and accounting. Mr. Jain recently completed his MBA degree at Atlanta University and earned his bachelor's at St. Xavier's College in Calcutta, India. He is a native of New Delhi.

The reason our temporary home has been looking spic and span lately is ROBERT LEE ALLEN. Robert is a custodial worker in physical facilities. He's a graduate of Technical High School.

DR. YESSIN'S
STUDENT STATE
WINNER

State winner in the Florida Music Teachers College auditions in piano was Merryn Ledbetter, a former student of Dr. Gerson Yessin's. Miss Ledbetter studied under Dr. Yessin for 11 years, starting at age 8. She will represent Florida at regional auditions in South Carolina next month.

ORIENTATION
SESSIONS

Three orientation sessions have been planned by Administrative Affairs: Jan. 26 and Jan. 28 for departmental secretaries and Feb. 1 for deans, directors and department chairmen who did not attend the early session. Each session is from 10 a.m. until noon. Persons who will attend should give their names to Mrs. Charlotte Evers in Personnel as soon as possible.