

KING EDWARD TIMES

Vol. II - No. 21
January 9, 1976

1) QUICK COPIER

An IBM Copier has replaced the Xerox 4000 for faculty use.

Ten copies may be made on this machine only. Larger quantities should go through the regular procedure for printing.

During the next month I would appreciate your comments on this machine, good, bad or indifferent.

D.M.

2) INFORMATION FOR NEW FACULTY

OFFICE SERVICES

In the main office you will find the following:

Telephone: on the south wall next to the letterslots. A writing table and directory have been provided.

Letterslots: south wall.

Bulletin Board: south wall between letterslots.

Duplicating Work Order return table: large orders of duplicating work are placed on the tables between the letterslots.

Work Order Table: writing table for the preparation of typing and duplicating work orders.

Faculty Typing Table: typewriter and typing supplies provided for faculty use.

Paper and Office Supplies: under the Faculty Counter at the south end of the office. Please sign for all supplies taken in the Record Book on the counter.

IBM Copier: for faculty use for 10 copies or less. Please sign the log for copies produced. Due to the cost factor, requirements over 10 copies per original must be placed through the Work Order sheet to be processed in the duplicating section.

Spirit Duplicator Machine: electric spirit duplicator and paper supplies for faculty use which will produce 50 to 100 copies per master.

Office Manager and Assistant Office Manager: are available to assist the faculty in becoming familiar with the office services. Faculty are requested to make their needs known to the Office Manager or the Assistant Office Manager rather than interrupt the production routine of the office.

D.M.

3) T. B. X-RAYS

T. B. X-rays will be done on:

| | |
|-----------------------|------------------------------------|
| Monday, January 26 | 9 a.m. - 12 noon |
| Tuesday, January 27 | 1 p.m. - 4 p.m. |
| Wednesday, January 28 | 1 p.m. - 4 p.m. 5 p.m. - 8 p.m. |
| Thursday, January 29 | 9 a.m. - 12 noon |
| Friday, January 30 | 1 p.m. - 4 p.m. |

The Van will park outside the main entrance to the Administration Building on Oak Street.

S.H.

4) B.T.S.D. CO-ORDINATOR: MATHEMATICS AND SCIENCE

Your attention is drawn to the posting for the above position, copies of which are to be found on Campus notice boards.

The deadline for applications is Monday, January 19.

L.B.M.

5) NEW ARRIVAL

The wife of Wayne Wilson (College Foundations) was safely delivered of a son, Ryan, late in 1975 (great tax bonus!)

Mother and son are both progressing very well.

R.F.C.

6) HOME FOR RENT

Furnished home for rent. See Bulletin Board for details.

7) LIMERICK OF THE WEEK

To: B.W.

From: C.W.

If you, on passing by
Should see or hear me sigh
I'm upset and want you to know why

Bob Wilson (B.T.S.D.)

A great moustache once had he

Over Xmas -- off it came

How can I ever feel the same?

8) P.A.C.E. JANUARY MEETING

PLACE: B.C.I.T. Thursday, January 15, 7:30 p.m.

TOPIC: Operation Outreach

For more information please see flyer by the mail boxes.

R.F.C.

