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# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jane Light

**SUBJECT:** Library In-Service

**DATE:** July 7, 2010

Approved

Date

7-8-10

## INFORMATION

On Friday, August 6, 2010 the Dr. Martin Luther King, Jr Library will be closed for joint City-University Staff Development from 9:00am to 1:00pm. The King Library will re-open for business from 1:00pm to 6:00pm. The Library Call Center will be staffed, providing general information about library services. Online services, such as databases, library catalog and personal account access will also be available remotely to customers.

We will post announcements to the public via the Library website homepage as well as signs in Chinese, Spanish and Vietnamese.

/s/

Jane Light

Director, Library Department

For questions please contact Jane Light, Library Director, at 408-808-2150.