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| Week Beginning | 3rd September 2017 |
| Headcounts & Larkin Tour counts | <https://docs.google.com/spreadsheets/d/1Gc3B91pmU3u8jCmyk8KScT2jwH1my3OWZVTFlrmlSZw/edit?usp=sharing> | Any noticeable attendance drops? | **The beginning of the week was very quiet, seems to have picked up from Thursday onwards.**  |
| No. of Larkin Letters | **44** | Available for download at ---> | <https://universityofhull.box.com/s/jrn3dj2a8o1ng4bfjdzxj9sw2sani84o> |
| Feedback from COC Volunteers and Visitors | None this week. We have received low COC volunteer numbers so have pulled volunteers over from the CAIRNS shifts to invigilate with a minimum of two per shift. This was mainly due to the majority of volunteers being used this weekend at Freedom Fest. Numbers seem to be okay for the rest of the week. They are still continuing to enjoy shifts with us especially getting a chance to take part in Larkin when they were expecting CAIRNS.  |
| Enquiries | Chris Coleson rang to enquire if the PLS/Anna/Simon wanted to look at a copy of a Christmas card he has, given to Carol Stabler by Larkin. He also has a Library staff photograph with Carol in. Carol also wrote an article in the Times about Larkin but he has been unable to locate it. Contact: 01482 343865  |
| Joanne Adams from Retford Library are hosting a Larkin event as part of National Poetry week, 28th Sept. I have attached the flyer she emailed. I have already responded explaining that we are unable to advertise anything within the exhibition or University spaces that are not City of Culture related. However, she was looking for some promotional material/display items – leaflets from the Larkin exhibition to promote at her event. Contact: joanne.adams@inspireculture.org.uk |
| Technical issues/ Security issues | Theatre style lights within the exploded man cube have continued to turn off/on throughout the day, further problem solving has led facilities to the dimmer unit located under a pair of Larkins shoes. They believe it is a loose connection. We have sourced another unit from the team over at Middleton Hall who are attending to replace it asap. We are managing to keep the lights on in the meantime so everything looks as it should.  |
| We have around 5000 Larkin Handouts left, we have been averaging around 4500 visitors per month and so should have enough. Do we have a contingency in place if not?  |
| Still pushing for de-install costs. Install costs have been shared! I will share via another email between yourself Cian and Marianne.  |