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| Week Beginning | 10th July 2017 | | | | |
| Headcounts & Larkin Tour counts | <https://docs.google.com/spreadsheets/d/1Gc3B91pmU3u8jCmyk8KScT2jwH1my3OWZVTFlrmlSZw/edit?usp=sharing> | | | Any noticeable attendance drops? | **N** |
| No. of Larkin Letters | **53** | Available for download at ---> | <https://universityofhull.box.com/s/jrn3dj2a8o1ng4bfjdzxj9sw2sani84o> | | |
| Feedback from COC Volunteers and Visitors | This is one of the best-curated exhibitions I have ever seen! The atmosphere & layout was so accessible - contemporary & fascinating, really showed Philip Larkin in person and in a new light. | | | | |
| Timeline not correct for date on when Queen mother opened the library- says 20.06.1962 but should be 20.06.1960 | | | | |
| Why are Larkin Books on Jazz not included on the bookshelf? (Which includes committee meeting notes) with his published poetry on novels. | | | | |
| Letters Received | See attached – Mike Woods & Stephen Lee  Mike Woods – we can send handout, brochure of the art gallery? Let us know your thoughts. | | | | |
| Technical issues/ Security issues | Light over picture to be re-configured by Tim Skelly w/b 17th July | | | | |
| Awaiting high quality files for the handout so that these can be printed by Central Print services on Campus – Need by Monday 17th if possible. Quoted price for 1000 copies is £300 plus VAT | | | | |
| Need additional Larkin: New Eyes each year green/blue leaflets – we have already used the entire box. | | | | |
| Is there an additional supply of pencils and rubbers? Can’t find any in the Gallery store cupboard, we are running low on both. | | | | |
| Created COC volunteer feedback sheet for them to notate their feedback, we will continue to collate. | | | | |