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| Week Beginning | 30th **July 2017** |
| Headcounts & Larkin Tour counts | <https://docs.google.com/spreadsheets/d/1Gc3B91pmU3u8jCmyk8KScT2jwH1my3OWZVTFlrmlSZw/edit?usp=sharing> | Any noticeable attendance drops? | **No, 1016 visitors last week, only up slightly from the week before.** |
| No. of Larkin Letters to date | **178** | Available for download at ---> | <https://universityofhull.box.com/s/jrn3dj2a8o1ng4bfjdzxj9sw2sani84o> Being downloaded today/tomorrow |
| Feedback from COC Volunteers and Visitors | Many comments about the spotlights being too bright, particularly when looking at the top shelving. |
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| Query: Where is the book that Monica and Larkin defaced together? Is this part of the exhibition? |  | Fran Whitehead - fw1304@hotmail.co.uk |

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| Learnt loads today, all brand new information. I’ll be back with the family. Brilliant exhibition, fun- learnt a lot from the punters. Found it rather melancholy, a sad life for him and Monica, then it produced this poetry… I’ll visit again to see if the mood lifts. |
|  | How did we decide on the abbreviations for the timeline, for instance HUL? |
| Letters Received | No additional letters received this week |
| Technical issues/ Security issues | Still waiting regarding lighting adjustments on Larkin drawing by Tim Skelly. Is this still going forward? Regarding shadows on wall now that light has been removed. |
| Please note that Ipod did not work one morning. Required password to get in. ICT were able to take the password feature off and all is now well and working again. |
| 1 book missing from wooden trolleys, library copy, reported to Collections Manager. |
| No one showed up for the audio description of the exhibition on Saturday.  |