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**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU" \(LIBNEWS-L@LISTSERV.ILLINOIS.EDU\)](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** COVID-19: Information about Library Hours  
**Date:** Thursday, March 12, 2020 3:14:44 PM  
**Attachments:** [image007.png](#)  
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[image006.png](#)

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Colleagues:

This message provides information regarding access to University Library locations during the COVID-19 response.

The university has asked that the Library help faculty and students who have needs that cannot be met through other methods (e.g., access to computers or print collections). We have also been asked to observe and, to the greatest extent possible, enforce the CDC guidelines on social distancing.

Our focus will be on providing public spaces with computers and limited access to the print collections. We will permit access to carrels for individuals to retrieve items. The following schedule will provide Library users time to retrieve materials during break, and a means to request and get access to them after that point.

#### **For the week of spring break ONLY**

As of 5pm this Friday (March 13th), we will move to a special schedule:

- Faculty, staff, and grad assistants will continue to work within the 8:00 to 5:00 hours, as determined by and worked out with their supervisor.
- Remote work is encouraged, when appropriate. Please check with your immediate supervisor and discuss plans with them. Library IT has developed a remote work support page: <https://www.library.illinois.edu/staff/it/howto/working-remotely/>
- The Undergraduate Library (UGL) will close to the public at 5pm until further notice. UGL and other staff are working with CITL to provide instructor support.
- Main Circulation, Main Library departmental libraries, Grainger Engineering Library Information Center, and Funk ACES Library will be open 10am-4pm to the public. We may adjust this by further limiting hours as circumstances change.
- Other locations outside the Main Library will be open 1pm-4pm.
- We will implement the social distancing and other practices recommended by the CDC, to the best of our ability.
- Except for computer access mentioned above, we will not provide open study space.

As of 5pm next Friday (March 20th):

- Staff continue reporting to work as above. We may revise this based on university guidance.
- All libraries except Main Circulation, Info Desk, and SSHEL will be closed to the public.
- Main Circulation, Info Desk, and SSHEL will be open for patron services 10am-4pm M-F.
- Circulation and reserve functions for all libraries will be consolidated through the Main Circulation desk (SSHEL items can be retrieved in SSHEL).
- We will develop specific plans and procedures for reserves. Please note at this time we do

not plan on moving reserve items, though we will consider a call-slip type system.

- We plan to continue scan-on-demand services.

We may reach out to some of you individually to request assistance in implementing service changes. This is an 'all hands on deck' situation, and we appreciate your support.

This plan is fluid and focused around meeting campus needs. For example, we realize that it may be necessary to open additional locations such as the Grainger Engineering Library Information Center, depending on circumstances and needs for access to computing resources. We are planning to monitor space usage next week and may adjust the plan over time.

If any library is experiencing issues as this moves forward, you should be in touch immediately with me or an AUL so that we can help address the situation.

Thank you,

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