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**Subject:** Weekly Update #18: Spring Break 2021, Non-Instructional Break Days, and I-Share/Local Requesting  
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Hello Colleagues:

We hope you all had a wonderful Thanksgiving and found time to relax and recharge. There are a few things to update you on today.

### **Spring Break 2021 and the Library**

As part of its broader COVID-19 mitigation efforts, while still recognizing the need for some breaks during the spring semester, the campus has replaced the traditional Spring Break with a series of non-instructional break days on February 17, March 24, and April 13. We would like those days to provide an opportunity for a brief respite for our own faculty and staff in the Library. To enable this, we will not be offering staffed services to patrons or working on-site in Library buildings those days. All libraries will be closed. In addition, we strongly encourage that Library-specific virtual meetings be avoided on those days. Instead, we suggest that everyone use these three work days to prepare for the rest of the semester or work on a new skill, and generally help ensure that we can continue to meet ongoing daily challenges with the best possible humor and patience. Should you have any questions about these break days, please connect with your supervisor.

### **I-Share and Local Requesting**

We will be sharing the following information via Eweek, the Library's website, and social media:

- I-Share requesting goes off on the evening of Friday, December 18th, and does not come on again until Monday, January 11th.
- Local requesting goes off on the evening of Wednesday, December 23rd, and does not come on again until Monday, January 4th.

Thank you for your continued hard work and dedication. We've almost made it to the end of a fall semester like no other!

As always, if you have any questions or concerns, please let us know.

Be safe and well,

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