

August 28, 2020

To the campus community:

This email outlines the hours of operation and procedures that will apply to the Halle Library effective Monday, August 31, 2020. **Please read this email carefully, save it and refer back to it as needed.**

As we have reinforced in many communications over the last several months, the University is taking a layered multi-step approach to our safety and hygiene protocols and other institutional practices in order to significantly reduce the potential spread of the COVID-19 virus. These steps must each be followed in their entirety in order to obtain the desired result. Please refer to the [University's Safe Return-to-Campus Plan](#) guidebook where these steps are summarized more completely. The Halle Library has implemented these approaches into its procedures, summarized here for your reference.

Website information:

Detailed information about the Library's services can be found [here](#).

Halle Library hours:

Beginning in the Fall, the Library will offer a limited amount of in-person services to the students, faculty and staff of the University.

Halle Library hours for Monday, August 31, 2020 – Sunday, September 20, 2020 are: 8:00 a.m. – 5:00 p.m., Monday - Friday

We will soon announce expanded hours of operation, which will take effect on Monday, September 21, 2020..

Reference assistance:

Library instruction, research consultations, and reference services will be provided to the campus community in a variety of remote forms, [available on the library website](#).

Study and computer space:

Due to decreased building capacity, limited [reserved individual space for study and computer use](#) will be available on the 1st floor during building hours. Drop in spaces for study will be available on the ground floor. There is no group study space available this semester.

Circulation and physical materials:

The 2nd and 3rd floors of the library will be closed to the public for the entire semester. Library users will be able to make online requests for items that they would like to be pulled and held. Items will already be checked out to the Library user upon pickup, but the user will need to provide their Eagle ID card to pick up held materials.

Library users must return materials to the exterior book drop that is adjacent to the Library's front entrance. Returned materials will be quarantined for 96 hours before being checked in and returned to the shelves. Patrons will not be charged fines or late fees during this quarantine window. All items currently on loan have an updated due date of September 10.

Resource sharing, document delivery and course reserves:

The Library has increased the purchase of ebooks to meet student and faculty needs. Currently interlibrary loan services involve the scan of book chapters and articles, subject to copyright/fair use limitations. Services will be reestablished and expanded when state and national interlibrary loan networks resume and the borrowing of books and other physical materials from other libraries will resume. See [current information on the library website](#).

Physical course reserves will not be available. Alternatives, such as ebook purchase and scans of materials, subject to copyright/fair use limitations, will be utilized, as well as faculty consultations with subject librarians to identify online materials to use with courses.

Access to non-circulating materials via appointment:

Use of non-circulating materials, such as archives information and maps, will be by appointment only, Monday through Friday. Please email lib_onsiteresearch@emich.edu to request items and secure space.

As a reminder, we will soon announce expanded hours of operation for the Library for the period beginning Monday, September 21, 2020. Please continue to visit [this website](#) for other updates and summaries of the many services available to the campus community.