

**From:** [Prom, Christopher John](#)  
**To:** [University of Illinois Library News](#)  
**Subject:** Back to On-Site Work: Weekly Update #1  
**Date:** Monday, July 20, 2020 8:56:17 AM  
**Attachments:** [signature](#) [logo.png](#)

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Hi everyone,

We hope you have all had a chance to enjoy the weekend, even with the wet, sticky weather. These are challenging times for us all, and we'd like to thank each of you for the efforts you are putting in to help the Library transition into new modes of service this fall. It is challenging work, and there are still many uncertainties. But that also means that as we move toward August 24th—the first day of instruction— we will all have plenty of opportunity to contribute to our shared challenges, whether your work is on-site, remote, or some hybrid of the two.

To help ensure a free flow of communication, we will send out weekly updates each Monday or Tuesday for the rest of the summer. We'll provide as much detail as possible, recognizing that we are all, to some extent, feeling our way into an uncertain future and making the best decisions we can. In the meantime, we'd like to remind you that all COVID-19 related emails are posted to the [COVID-19 staff page](#). This is a central location for all the information we're pushing out.

That said, here is a brief summary of where things currently stand and of our overall plan for the fall. Please note that this is also shared publicly on [the Library's COVID-19 webpage](#) and via social media.

- We continue to follow an electronic-first access strategy.
  - We try to fulfill most resource needs with digital copies--items available digitally will not circulate.
  - We will continue the HathiTrust Emergency Temporary Access Service into the fall.
  - We're adding capacity to scan and lend books in digital forms--look for more details soon.
  - Items that cannot be delivered digitally are made available for pickup in the Main Library's Marshall Gallery (via a locker system) or in the Grainger Engineering Library Information Center (GELIC).
- Our spaces are currently closed to the public. Limited access will be provided in the fall semester.
  - Remote reference and research consultation will continue.
  - In the fall, Library instruction (e.g. 'visits' to classes) will happen remotely, with some provisions made for on-site, when necessary. Instructors should contact a subject specialist or the Ask a Librarian service to schedule.
  - Beginning August 24th, we'll add appointment-only reference and research service in several Library locations, including the Main Library. This is to be used when needs cannot be met remotely. Appointments will be bookable by contacting a subject specialist or via the Ask a Librarian Service.
  - We are developing plans for reservable study space in the Undergraduate Library and GELIC and will announce provisional dates for those services, once known. That may be expanded, and public access is subject to a positive experience in the

- community (i.e. COVID not spreading) and social distancing.
- Our Special Collections units are working to provide remote services and appointment based, on-site access, when needed. More details as to timing of those services will be forthcoming.

Overall, this plan serves student and faculty needs while protecting the health and safety of the campus community. We've had to think creatively, since we know some students and faculty will be on campus, while others may not opt for a residential experience. For those reasons, we lean toward digital access and services wherever possible.

We'd also like to give you a preview of what you'll see later this week:

- First, Mary Laskowski will be sending out a message to unit heads regarding the fulfillment workflow, including scanning. We're currently testing/piloting that workflow, and as operations begin to increase, unit heads may be asked to help identify staff who can contribute to our digitization efforts. We will post a copy of the workflow to the staff side COVID page as well.
- Second, campus will be issuing an HR and staffing report, which is currently under review. I encourage you all to [watch the presentation that is scheduled at 1 pm on Thursday the 23rd](#). We do know that, in preparation for the return to work, the University needs to collect a large volume of information about specific unit plans. This is important for planning purposes, and also for our awareness of the impact (and possible spread) of COVID-19. Please be aware that supervisors will need to stand ready to assist with information needed by University of Illinois Human Resources and Campus Administration. As more information and data is known, Library Administration and Human Resources will be contacting you for assistance.

Again, thank you for your hard work and your patience. If you have any questions, please feel free to reach out to us or anyone else on the back to work planning team.

Best,

**CHRIS PROM (he/his)**

*Associate Dean for Digital Strategies*

University of Illinois at Urbana-Champaign

University Library

246G Main Library

1408 W Gregory Dr

Urbana, IL 61801

217 244 2052 | [prom@illinois.edu](mailto:prom@illinois.edu)

Assistant: Kaci Dunnum, [kdunnum@illinois.edu](mailto:kdunnum@illinois.edu)



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**HEATHER MURPHY**

*Chief Communications Officer*

University of Illinois at Urbana-Champaign  
University Library  
435 Library | 1408 W. Gregory Drive | M/C 522  
Urbana, IL 61801  
217.333.3758 | [hmurphy@illinois.edu](mailto:hmurphy@illinois.edu)  
[www.library.illinois.edu](http://www.library.illinois.edu)



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