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To: ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU"](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)
Subject: Few Facility Updates/Reminders
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Attachments: [image001.png](#)

All,

Here are a few facility updates/items, as everyone continues plans for returning to on-site work:

1. **Private Offices trash emptying** – F&S has stated that BSWs will NOT be entering any private offices to perform any cleaning, including emptying of trash. This is to ensure both the safety of the employees and BSWs. A private office is defined as any office that requires a key to enter, which includes cubicles that have keyed doors into them. For emptying of trash, all employees are to place their trash can outside entry into their private office. The BSWs will then empty the trash and place the trashcan back at your door. If your office is in an open area with a desk or waste high cubicle walls, then the BSWs will empty your trash without you needing to move it. Examples of private office vs open area are:
 - a. Scholarly Commons – trash cans at desks within Rm 306 will be emptied by BSWs; however, those seated in the cubicles that have doors within Rm 306 will need to place your trash outside your doors to be emptied.
 - b. Acquisitions – Rm 12 trash cans within cubicles will be emptied by BSWs; however, the person seated in the office in Rm 12 will need to place their trash outside their door.

2. **Employee Library Entry** – As a reminder, DO NOT let anyone into the libraries that isn't yourself. In order to better protect all Library faculty/staff, please ensure that when you enter/exit the library that it is only yourself. DO NOT hold the door open for anyone else to enter/exit. Use of your Icard will help with contact tracing and knowing who is in the building.

3. **Library Print Services** – We have started to allow patrons entry into the Main Library via appointment, but ONLY at the East Entry into the Marshall Gallery. We have installed lockers for these patrons to pick-up their material. If a patron is trying to enter the library through any other door, please direct them to enter through the east entry into the Marshall Gallery. Again, please refer to item #2, as we need to control who enters/exits the library.

Thank you,

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