

From: [Prom, Christopher John](#)
To: [University of Illinois Library News](#)
Subject: Staffing Plans
Date: Wednesday, July 15, 2020 9:30:50 AM

Hi everyone,

As Dean Wilkin noted in his update last weekend, you'll begin to see an increased pace of communications regarding our back to onsite work plans.

As a first step, I'm sharing this message about unit-level staffing, in the form of an FAQ item, below my signature line. Later this week, we'll be sending additional messages, with a general update regarding the progress of our planning efforts, as well as specific information about other topics, such as our electronic-first access strategy. In addition, we'll be revamping our COVID-19 page, as a centralized resource for information relevant to Library users.

Please reach out if you have any questions.

Best,

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How will campus libraries be staffed this fall? What will that look like?

The University Library's priority is to serve the needs of our students and faculty while protecting the health and safety of its employees. Please note that as the COVID-19 pandemic situation changes and as Fall instruction begins, we will need to adjust staff assignments. This will allow us to provide essential services to campus and to fully employ as many people as possible, given availability for on-site work. We appreciate your flexibility, which will help us to meet user needs and to support each other in our shared mission.

While Library locations will be staffed as follows on August 15, staffing levels will continue to evolve before instruction begins and into the fall semester, taking into account our prioritized service needs. This is just a snapshot of what we'll be doing, and more details will be provided as our plans and staffing models change.

ACES (Funk) Library: around half of employees working remotely full-time, other employees working on-site full days or as needed

Acquisitions and Cataloging Services: around half of employees working remotely full-time, other employees working half days on-site

Architecture and Art (Ricker) Library: employees working half days on-site

Business Services: all employees working remotely

Business Information Services [Virtual]: all employees working remotely

Central Access Services: some employees working remotely full-time, other employees working half days or full-time on-site

Chemistry Library: employees mostly working remotely, on-site as needed

Collections, Office of: mostly working remotely, working on-site as needed

Communications Library: employees working specific days on-site and other days remotely

Digital Strategies: some employees working remotely full-time, other employees working half days onsite 2-3 days per week

Facilities, Office of Library: working on-site full-time

Grainger Engineering Library Information Center: employees mostly working half days or full days on-site

History, Philosophy, and Newspaper Library: employees mostly working remotely, on-site as needed with staggered schedules

Human Resources: entire department working remotely

Illinois History and Lincoln Collections: some employees working remotely full-time, other employees working some half days on-site

Interlibrary Loan and Document Delivery: most employees working half days or full-time on-site as needed

International and Area Studies Library: around half of employees working remotely full-time, other employees working on-site half days, full-time, or as needed

Literatures and Languages Library: employees mostly working remotely, individuals working on-site as needed

Map Library: employees working half days or full days on-site

Mathematics Library: employees working half days on-site

Media Commons: mostly working remotely, on-site as needed

Mortenson Center for International Library Programs: working on-site a few days a week or full-time

Music and Performing Arts Library (MPAL): most employees working half days on-site

Oak Street Library: some employees working remotely full-time, other employees working half days on-site

Preservation Services: around 1/3 of employees working remotely full-time, other employees working on-site full-time or part-time

Rare Book & Manuscript Library: employees working some half days on-site with rotating schedule

Research and Information Services/Info Desk: mostly working remotely, on-site as needed

Research Data Service: employees mostly working remotely, on-site as needed

Scholarly Commons: employees mostly working remotely, working on-site as needed

Scholarly Communication & Publishing: all employees working remotely

Social Sciences, Health, and Education Library (SSHEL): around half of employees working remotely full-time, other employees working half to full-day on-site

Sousa Archives and Center for American Music: employees working on-site with staggered schedules

Student Life and Culture Archives / Archives Research Center: employees working on-site with some capacity either full days or half days certain days of the week

Undergraduate Library: around half of employees working remotely full-time, other employees working on-site half days or full days on staggered schedules

University Archives: most employees working on-site to some capacity either full days or half days certain days of the week

Veterinary Medicine Library: employees mostly working remotely, on-site as needed