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Subject: Weekly Update #50: Restricted Access Digitization Ending, Facial Coverings, and Inclement Weather
Date: Tuesday, December 14, 2021 11:14:48 AM

Colleagues:

There are several things to pass along this week.

Restricted Access Digitization Program Ending

The Restricted Access Digitization program, the service in Digitization Services (DS) through which entire works have been scanned for patron use, will be coming to an end at the close of this semester. The demand for the service has been declining as more libraries and services have reopened, and the resources needed to keep the service operational are not sustainable in the current environment. The "Request Digitization of Entire Work" button that has been displayed in the online catalog on individual items will be removed on December 17, 2021.

Though the demand for the service has been fairly modest, we expect that there may still be some demand from patrons. Our expectation, as with other purchase requests, is that patrons will need to work directly with the appropriate subject specialists/departmental libraries to request digital access to a particular work. Subject selectors can then determine if there is an electronic version available and whether the purchase fits within their budget and collection development parameters. If the item is not available in electronic form, and there is a strong need for the item to be digitized, the patron can be referred to Digitization Services. The requests process is currently being developed and will be shared as soon as it's available. DS will scan the item if resources are available and the item is appropriate for the service.

Facial Coverings

As we reach the end of the semester, we would like to thank everyone in the Library for the many steps you took to care for students and each other this semester. We'd like to particularly call out the humane yet firm way that staff, student employees, and faculty helped our patrons comply with campus and Library policy regarding facial coverings. We know that it was not always easy to remind people of their obligations, particularly when people are working under a set of stressful, end-of-year circumstances. We've been supporting each other and our entire community with a sense of empathy and shared effort.

As a reminder, [here is a link to the Library policy](#). It's almost certain that this policy will continue in the new year. We are happy to answer any questions about how to apply it in specific circumstances, even as we continue to stress to campus the unique challenges of applying that policy in public spaces like our libraries.

Inclement Weather

In the event of inclement weather, the University Library should seek to keep as many services and locations operational as possible. As months of remote work have proven,

many of our services can be conducted from off-site locations. Yet, with a primarily residential campus, remote services alone are not sufficient to meet the campus' needs. Units should plan to provide access to collections and provide spaces to serve student and scholarly needs, reducing additional services as necessary depending on available staffing. Services that can be offered remotely should be offered remotely as necessary and appropriate.

Individual employees should determine their own ability to come to work, keeping in mind their personal safety as noted in campus messaging. There are a number of possible weather-related scenarios that may occur:

- If an employee is able to come to work safely they should do so, and if their unit/area is closed they should work directly with their supervisor/unit head to determine appropriate work assignments.
- If an employee is unable to come to work and wishes to work remotely they should work with their supervisor/unit head to obtain approval for an exception to work remotely (dependent on individual work assignments, availability of appropriate work, etc.).
- If an employee is unable to come to work, and either doesn't wish to work remotely or remote work approval is not granted, the employee should make use of appropriate leave as outlined in [campus communications regarding inclement weather](#).

Unit heads should work with the appropriate AUL or Director if staffing is insufficient to keep the unit open. At a minimum, if a unit will be closed or operating on a reduced schedule, the library hours online should be updated, a message sent through LIB-NEWS, and if possible, physical signage placed on unit/area doors.

Please note that working remotely during a weather-related event is considered a one-time exception (if approved) and does not indicate that a remote/hybrid work arrangement is otherwise available.

Best,

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