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**To:** [libnews-l@lists.illinois.edu](mailto:libnews-l@lists.illinois.edu)  
**Subject:** COVID-19: library work in the wake of the stay-at-home order  
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All,

In the wake of Governor Pritzker's "stay at home" order, we are doing what we can to thoughtfully move forward. While our library facilities are closed to users, regular course instruction and much research continues. Our value to that enterprise is clear; library services are essential to the success of the University's teaching and research, and our challenge now is to determine ways to offer those services as effectively as possible while we work to keep our employees healthy.

For your health and safety, wherever possible, you must conduct your work remotely. In some cases, library functions or activities will require some staff on site. Typically, these functions can be delivered by limited and short duration visits by staff. In every case, however, this work must be approved and documented by Library administration: supervisors will coordinate with AULs, who will in turn consult with me for that approval. To be clear, on-site work must not take place without prior approval. This applies to all library employees.

Please be assured that during the period covered by this stay-at-home order, and until further notice from the Chancellor, all Library employees including students will be paid for the time they would have normally worked, regardless of their location or ability to complete their usual job responsibilities or to access the Internet or computer and other equipment. You will not be required to use sick time or vacation leave.

For those who cannot conduct their regular work remotely and would like to contribute in other ways, we have assembled a list of projects and training activities that can be assigned to employees who are working from home. Some of the projects involve working with library materials at home and others can be done online. The AULs will provide this list to unit heads who can discuss the projects with individuals listed as project contacts. We will continue to develop this list in the coming days and weeks, but we believe that we have a starting point that will enable you to help keep the University Library vital, engaged, and making great contributions to campus.

As the Chancellor noted in his message earlier, none of this is easy. I am especially grateful for your patience, your resilience, your adaptability, and your willingness to find new ways to contribute. The notes several of you have sent me have buoyed me and reminded me how committed and resourceful you are. We will continue to adapt and grow in this space and demonstrate new ways that the Library is the lifeblood of our campus.

Yours,  
John

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