

**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,

Chris Prom (he/his)  
Associate Dean for Digital Strategies  
246G Main Library  
University of Illinois at Urbana-Champaign  
1408 W. Gregory Drive  
Urbana, IL 61801

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

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

-----  
**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