

From: [Prom, Christopher John](#)
To: [University of Illinois Library News](#)
Subject: Back to Onsite Work: Weekly Update #2
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Hi everyone,

For our weekly update, we'd like to note that we are looking forward to the campus human resources report, which is being released later this week. Soon after that, Library Human Resources will be sharing Library-specific information and reporting requirements with all of you. If you didn't have a chance to watch the university's Human Resources COVID-19 Briefing on July 23, I would recommend that you check out the recording, along with other briefings in the series, at <https://covid19.illinois.edu/covid-19-briefing-series/>.

We'd also like to follow up on a few topics that came up in the last Hangout (find the full recording at https://mediaspace.illinois.edu/media/t/1_11dsncvp/66202541):

- **Loanable technology:** Yes, loanable technology will be available! At this time, the Media Commons is finalizing procedures for requesting and picking up technology via locker. As soon as information is available, it will be posted on the UGL and Media Commons websites, as well as the [Library's COVID-19 response page](#).
- **Print reserves:** Given the need to quarantine materials between uses, we do not plan to make print reserves available this fall. We can make sections of work available through online reserves, and instructors should work with subject specialists to identify and have materials scanned.
- **Student employees:** At this time, we are generally **not** encouraging units to hire undergraduate student assistants for the fall semester. There are a few reasons for this. First, many locations will not be open and desks will not need to be staffed. In addition, there is budget uncertainty and unique gaps that we'll need to fill, due to our COVID response. Finally, we are trying to limit the people entering and leaving buildings to permanent staff and GAs. All of that said, there are exceptional circumstances in which student assistants may be hired, and such cases should be discussed with your supervisor and an Associate University Librarian.
- **COVID-19 safety compliance.** We understand that many of you have concerns over the ways in which our users or other staff members will comply with COVID-19 safety requirements, such as face coverings and building access limitations/spacing. While we are still waiting for final campus policies and guidance, I can assure you that the Library will take every possible step to minimize the need for compliance interventions, as well as to support all of you, should an individual not follow the requirements. Our Library policies and procedures here will build on the campus guidance, and will follow the general outline discussed last Thursday in the campus briefing.

I'd also like to note that more information about our fulfillment workflows is forthcoming from Mary Laskowski later this week. We have been working on some finer details of the plan, particularly concerning limited exceptions to our electronic first strategy. In addition, the instruction plan will be shared with all of you as soon as it is completed. The team has consulted widely and the broader back-to-onsite-work group will be discussing this and many other topics at a meeting today.

On a personal note, I will be filling some weekly hours staffing the Marshall Gallery this fall. In conversation with Cherie' Weible last week, we both noted that meeting user needs is going to require a shared effort. By helping out in small, practical ways, we relieve the burden on others and contribute to enhancing the Library's strong and vital role on campus.

I'd like to close by thanking all of you for the work you are doing now and over the next few weeks. I'm seeing truly extraordinary work in multiple areas, but I hesitate to call anyone out—it would be a VERY long list and I'd inevitably forget many people!

It's hard to believe that August 24th—the first day of instruction—is less than a month away. There will be a great need for us all to pitch in to prepare for that date and to meet public service needs this fall. Let's all be as generous with ourselves and each other, as we seek ways to support the campus in productive, practical, and resourceful ways.

Best regards,

Chris

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