

**The Bakalar Library will be closed for in-person access in Fall 2020. Nonetheless, we will make every effort to make library resources available to students and faculty digitally, or through pickup service.**

*NOTE: The upper level of the library will be limited to use as a classroom. The copiers and scanners in the library will not be in use Fall 2020.*

### **Director's Office Hours**

The Library Director remains available to assist you in locating resources and information that you need for study, teaching and performance. Please feel free to contact the Director by email at any time. You can also schedule an online meeting or initiate an online chat using Microsoft TEAMS.

Library office hours:

Monday, 1-5pm; Tuesday, 9am-5pm; Wednesday & Thursday, 9am-1pm.

### **OTHER LIBRARY SERVICES DURING COVID-19 RESTRICTIONS**

#### **Digital Copies from the Library Print Collections**

In cases where a resource is not available digitally, we will make every effort within reasonable limits to provide scanned copies of print materials (subject to the constraints of copyright law). Please contact Library Director.

#### **Circulation of Library Materials**

The library stacks will be closed during the fall semester 2020. The library will provide check out and pick up service as follows:

Request process:

- From the library's online catalog, place a "HOLD" on the item(s) you wish to borrow.
- Contact Library Director by email or phone.

Pick up:

- Requested materials will be checked out to your library account and packaged in paper bags with your name indicated. Your email checkout notification indicates that your items are ready for pickup.
- Pick up location will be the front desk.

Returns:

- Returns can be brought back to the front desk. Alternatively, an outdoor library drop box is available at the end of the faculty parking area at Zabriskie House (under the portico at the back steps).

### **Circulation policies**

#### **Loan periods:**

Students and staff: 4-week loans with a maximum of 3 renewals possible (renew online through your library account).

*Note this Exception: if another library user places a hold, you will be blocked from renewing and must return the item by the due date.*

Faculty: Semester loan (Current due date: December 20, 2020)

### **Holds and Recalls**

If an item you wish to borrow is currently being used by another person, a hold can be placed on that item in your account. When the item is returned, it will be put aside for you and you will receive an email message that it is available for pick up.

If an item which is currently checked out to you is requested by another person, that item will be placed on hold and cannot be renewed. Please return the item at the end of the current borrowing period to make it available to the person

### **Overdue library materials**

When an item is past due you will receive automated email overdue notices. Following the third overdue notice (after four weeks past the due date), you will be billed for replacement.

Bills are calculated as follows: current replacement value + \$20 processing fee + \$5 overdue fine

Receipt of a bill for replacement should be considered a final warning. Please contact the Library Director. If you return the item(s) before replacements are purchased, the replacement and processing fees will be waived.

### **Interlibrary Loan**

Although not all libraries have re-opened, most are able to provide books, scores, and digital copies of articles through Interlibrary Loan. Contact the Library Director if you need something that is not in the Longy library collection and not freely available through online sources.