

UNIVERSITY LIBRARY PANDEMIC PLAN -- 2009/10

A. Library personnel will follow University-recommended preventive measures.

B. If too many library staff become ill, we will need to shorten library hours, as approved by the Dean of University Libraries.

1. Possible scenarios – Open 7:45am to 8:00pm, Sun-Thurs & 7:45am to 5:00pm, Fri.
Open Saturday afternoon if staffing possible.
May have to close both Saturdays & Sundays if staffing not available.
2. Announcement about hours and e-resources/services via campus email and library homepage.

C. If the University closes, the University Library building will be closed.

1. All the servers are located at the Computer Center or hosted at the vendor site so these will all remain in operation.

USA researchers at home will still be able to access all our electronic resources.

- University Library homepage
- SOUTHcat catalog
- Course Reserve
- Electronic books and documents
- Electronic reference sources
- Electronic databases & fulltext journals

2. Announcement about closure via campus email and library homepage.

3. Reference Services -- designated Reference Librarians (from home) will be able to answer email questions submitted via webref, libraryonline, and libfeedback as well as "LiveChat."

4. Phone calls -- we can all forward our phones to the Circulation Desk, which can have an appropriate message available.

5. Interlibrary Loan Service - we can "go lowercase" (non-supplier) for lending and place a notice on our ILLiad web page that we will not be filling requests until University re-opens.

6. Circulation – Any books "due" during library closure will be "renewed." Staff will continue to check book drops daily for returned books.

***NOTE: ARC Computer Lab – Open as staffing available.