

HILBERT COLLEGE

McGrath Library - Coronavirus (COVID-19) Contingency Policies

March 18, 2020:

Library Services Delivery & Policy:

To: Hilbert College Students, Faculty, & Staff

From: McGrath Library Staff

RE: Digital & Virtual Services

Hilbert College has suspended all classroom operations and moved to an online platform to deliver instruction and course material. Furthermore, physical operations in McGrath Library will be suspended until March 30th. We will continue to observe and follow the safety procedures set by the New York State Department of Health. Furthermore, we will also be ready to respond to any changes in policy set by Hilbert College.

In this rapidly evolving situation, McGrath Library is prepared to continue proactive approaches to prioritizing the safety of our patrons while continuing to provide excellent services. The following is a list of policy guidelines during the current phase of open campus services and all online course platforms.

Be advised that this situation and our policies are reflective of the current conditions, and policies could change rapidly. Our priority is the health and wellbeing of the students, faculty, and staff of Hilbert College.

Please keep yourself informed by following the Hilbert College updates and FAQs webpages:

- <https://www.hilbert.edu/about/coronavirus-update>
- <https://www.hilbert.edu/about/coronavirus-update/faqs>

Additionally, the CDC website is a good source of information, along with the Erie County, NY State Department of Health website.

- <http://www2.erie.gov/health/index.php?q=coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/>

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With the physical operations temporarily suspended, we are continuing to offer digital services, including one on one virtual reference. Please email us or click on the scheduling links on the Library Website

All digital resources will continue to be delivered remotely including databases, ebooks, & libguides.

- All services involving the circulating print collection and course reserves will be temporarily unavailable.
 - All patrons **will be exempt from any fines** accrued through possessing print material past the due date. This will include InterLibrary Loan Material.
 - All patrons will be expected to return any Library materials upon the restoration of normal operations.
- InterLibrary Loan operations will continue for the processing and delivery of digital resources only.
 - Requests for print material will not be processed
 - Requests for any articles that must be physically scanned will not be processed.
- For quick reference and brief questions, please refer to the askus@hilbert.edu email account first.
- Appointments for Reference will be available to be scheduled through the Library website:
 - Hours and availability may vary depending on the situation.
 - 15 minute & 30 minutes sessions are available.
- Please refer to the [Databases](#) page to access article research, including CREDO Reference, our digital collection of encyclopedias.
- eBooks are available through the eBooks link on the Library Home page.
- If you are accustomed to contacting a specific Librarian, please continue to do so. Emails and office phones are available remotely.

If you have questions regarding McGrath Library, please do not hesitate to direct your questions to askus@hilbert.edu

Thank You for Your Patience & Understanding,

The McGrath Library Staff

