

Davis, Andrew

From: Washington, Madelyn S
Sent: Thursday, March 19, 2020 2:23 PM
To: Turner, Katherine; Shimko, Rob
Cc: Dossett, Beckham; Davis, Andrew; Crappell, Courtney
Subject: Moving Forward with the Music Library

Hello,

I trust that this message arrives to you in high spirits and good health.

Katherine and Rob, would you be able to send the following update to faculty, staff and students? I am still looking for the best way to spread the word, so please forward to any parties that I might be forgetting.

Dear Library Patrons:

I hope this message finds you in high spirits and good health.

As the COVID-19 pandemic poses unprecedented personal and institutional challenges, I wanted you to let you know that the Music Library will provide services remotely until the Moores School of Music building reopens. This email serves to inform you of the following updates:

[MUSIC LIBRARY HOURS](#)

Effective 5pm on Friday, March 20, the Music Library will close until further notice.

[MD ANDERSON LIBRARY UPDATE](#)

UH University IDs will be required for entry to the M.D. Anderson Library.

[BORROWING AND INTERLIBRARY LOAN](#)

Patrons may pick up library materials, interlibrary loan items, and course reserves at the **M.D. Anderson Library service desk**. You may request items in the catalog or by emailing musiclib@uh.edu. The Music Library materials will be delivered to M.D. Anderson Library at least once every weekday.

1. The libraries have suspended checking out equipment. Should anyone require the use of a laptop to support their online coursework, please email mswashington@uh.edu.
2. We have turned off overdue notices for all patrons as of 03/16/2020.
3. Patron due dates of currently checked out items have been extended to 6/1/2020.
4. UH Libraries staff is working with systems to update all ILL due dates appropriately. In the meantime patrons have been notified via web alert.

5. The libraries do not plan to loan or borrow physical materials for the immediate future. Our Interlibrary Loan office will attempt to fill physical requests with a digital surrogate if available.

PURCHASES & INTERLIBRARY LOAN RETURNS

UH Libraries acquisitions (working remotely) does not plan to purchase physical materials for the immediate future (with very limited exceptions). Any physical materials that have been previously ordered, ILL returns and rare, exceptional items that are purchased will be processed weekly. When possible I will purchase e-books to fill requests. When not available, requests for print materials will be held, except under extremely limited exceptional circumstances.

SCAN ON DEMAND (Monday - Friday, 8am-5pm)

We will scan materials on demand for instructors to distribute to students or for students who are ill or under self-quarantine, as long as we have sufficient staff available to do so. (Limit to approximately 20 pages at a time, Monday -Friday, 8am-5pm)

STREAMING MEDIA & ELECTRONIC RESOURCES

Our primary video streaming service, [Kanopy](#), is experiencing unusually high usage and are working to restore service. Please take note of our [various streaming media platforms](#) and most recommended databases for [theater, dance](#) and [music](#).

RESEARCH & CONSULTATIONS (Monday - Friday, 8am-5pm)

Reference and research consultations via email, phone, and videoconference will continue. You may [contact us directly](#), or by using the department email, musiclib@uh.edu. Always feel free to lean on us for questions about electronic resources access, instruction requests, research consultations, literature search assistance, and more.

The proposed measures have been put place to ensure continuity of library services and reduce exposure to COVID-19. I encourage you to share your comments, questions and concerns.

We look forward to serving the faculty, students and staff of the Katherine G. McGovern College of the Arts during this time of transition,

Madelyn Shackelford Washington
Coordinator of the Music Library
Music Library

University of Houston

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[she/her/hers](#)