

March 18, 2020

Dear Deans Council:

By now you are aware that UCLA Library has made the necessary decision to close all Library locations to the public effective immediately until further notice. This includes the Southern Regional Library Facility. To help the campus continue to transition to remote learning platforms, our anchor libraries (YRL, Powell and Biomed) are offering limited temporary hours through March 19 at 5 p.m. [Check the Library website for hours.](#)

Beginning on Friday, March 20, all library locations will be closed to the campus community, as well as to the public, until further notice.

We will continue to be open for remote services; please [visit the UCLA Library website.](#)

## LAPTOP DISTRIBUTION VIA CAMPUS LIBRARY INSTRUCTIONAL COMPUTING COMMONS (CLICC)

### **Through March 19: Laptop distribution via CLICC:**

Students and faculty will be able to check out long-term lending laptops and tablets through CLICC's normal lending locations as long as those locations are open. [Check the Library website for hours.](#)

**Because the situation remains fluid, students and faculty who believe they may need a device are encouraged to visit a CLICC location as soon as possible** because hours for this week are limited and closures may occur at any time. Please contact the laptop lending locations at Powell Library (310-794-1018), Young Research Library (310-267-5464) or the Biomedical Library (310-825-4904) to check inventory before you drop in.

**After March 19: UCLA Library laptop distribution is by appointment only:** Students and faculty who have a critical need for laptops and tablets after March 19 may use this [equipment request form](#) to schedule an appointment.

*All checkouts will be valid through June 30 at 5 p.m.; however, this can be extended if students and faculty are unable to return devices by then or if they need the devices for longer. If fines are incurred because of an administrative error, please [submit a request to remove those fines using this link.](#)*

## BOOK CHECK OUT AND RETURNS

UCLA Library will be automatically renewing materials on loan to patrons, through June 30, 2020. Patrons wishing to return items can do so in person, using the book drops located outside of YRL. We will also be disabling request and recall functions for all library materials. We will be waiving all fees and fines that may accrue during the period that the campus has transitioned to remote instruction.

At this point in time we do not recommend patrons mail back their materials, as items may be lost in transit or delayed in mailrooms that will be backlogged due to various closures related to COVID-19.

If you have any questions or need assistance, please email: [yrl-circ@library.ucla.edu](mailto:yrl-circ@library.ucla.edu).

## ONLINE SERVICES FOR REMOTE TEACHING, LEARNING AND RESEARCH

UCLA Library has an extensive online toolkit for supporting students and faculty with their research and writing projects. To learn more, [visit the UCLA Library Teaching Toolkit](#) or contact [learning@library.ucla.edu](mailto:learning@library.ucla.edu) with your questions about integrating these online resources into courses.

Please note that off-campus access to UCLA Library's licensed resources requires connecting via the [VPN/Proxy Server](#).

**Digitization-On-Demand for Faculty:** UCLA Library Scholarly Communications will work with individual faculty/instructors to help provide access to resources that aren't currently available online. Please email [copyright@library.ucla.edu](mailto:copyright@library.ucla.edu).

## LIBRARY EVENTS

All in-person events, programs and workshops have been canceled until further notice. Some workshops and instruction may move to a virtual environment. Please check the Library's [online calendar](#) for information. For specific questions, please contact [events@library.ucla.edu](mailto:events@library.ucla.edu).

## INFORMATION FOR LIBRARY STUDENT EMPLOYEES

UCLA Library has created an FAQ to help answer [student employee questions](#).

UCLA Library will continue to provide [updates on our website](#) regarding additional levels of remote access to information and resources as the situation evolves. More detailed information about specific [libraries or library departments is available here](#).

We encourage everyone to remain informed about individual actions that can help slow the spread of the virus. Please [visit the UCLA Health COVID-19 website](#) for health-related resources.

We wish our entire community health and safety as we work together to navigate this disruption.

Sincerely,



Virginia Steel  
Norman and Armena Powell University Librarian