

## LDLT Meeting Minutes

March 18, 2020

Members of LDLT spent this meeting discussing COVID-19 responses by unit.

Olin/Uris/Fine Arts (Bonna Boettcher):

- Fine Arts, Music, and Olin and Uris are in various stages of working on campus and remotely.
- As of noon yesterday (3/17/2020), we are working with Facilities to close 24/7 access to the Cocktail Lounge.
- Staff are taking suitable precautions when working with returns because so little is known about how the virus is transmitted.
- Working with the virtual online reference team to get the full "Ask a Librarian" link on unit websites and pushed out as frequently as possible. Also pushing out the chat widget on website pages.
- Expanding chat hours covered by Cornell library staff to be able to relieve co-op chat partners.

Catherwood (Curtis Lyons):

- Half the staff is working remotely, will be only two or three people on campus by the end of the week.
- Non-ILR people can't get into the building, the space is closed
- We are putting together a list of people for paging and scanning.
- Staff is willing to come to campus for limited periods of time

Africana (Eric Acree):

- Africana is no longer a pick-up location because of staffing, and the need to put books outside to be picked up.
- There is one person on-site, and one off-site.
- Building is key access to faculty, staff, and graduate students.
- E-mailed people that have books on hold and can come get them on Tuesday.

Access Services (Andy Horbal)

- Thanked staff for all their speed and action in changing course/access to physical collections in the last week. Pick-up of physical items at Olin and Mann is going smoothly.
- Working with Jon Ladley on returning materials via mail. More decisions there and working out kinks.
- CUL will communicate that patrons don't need to rush materials back. Don't want a flood.

- Jesse Koennecke and Wendy Wilcox have been working hard to address course reserves. Working with Cornell Store, checking publishers for materials, working out acquisition and/or scanning a physical item.

#### Law Library (Kim Nayyer):

- On an accelerated schedule at Law, classes start again next week.
- Strict rules around online teaching because of accreditation.
- Our biggest role was arranging course reserves. Investigated with a network of law library directors and making inquiries to publishers to get additional access. Been able to get electronic case books, especially needed for first-year students. They asked faculty to send copies of their syllabi and determined the remaining readings needed. Then did physical scanning, staggered staffing in order maximize social distancing. Because of the immediate need for this work, most staff are still in, librarians have taken turns working off-site. All materials will be distributed through Canvas.
- The building remained open over the weekend to return books in case needed for scanning. Building is open to Law students only until 5:00 p.m. today, it is closed to the outside community, student card access cut off today.
- Each Law student is issued a locker and giving them some extra time to get those cleaned out.

#### RMC (Anne Sauer):

- Have been planning remote projects for RMC staff including data entry of old finding aids, metadata creation, and addressing accessibility issues for digital collection. This is taking some extra time and creativity since we can't be in proximity to physical collections. Friday rapidly accelerated those plans, Monday most staff started working remotely. As of yesterday, all staff were working remotely. Staff are showing great resiliency in adapting to new technologies and ways of working.
- Reference traffic has been slower, which has been good for the transition. Pretty hard to answer a lot of questions when we can't get into the vault, but we have lots of online resources.
- We will need to have regular facilities checks to make sure secure and safe.
- A concern is that we still have shipments of material coming in, and we are making plans to retrieve and get them secured.

#### Mann Library (Sara E. Wright)

- Adelson Library in Lab of Ornithology shut down yesterday. There is no borrowing or delivery, and the book drop is closed.
- Service to Geneva has been suspended because the bus is no longer running. Working with Ezra Delaney and Jon Ladley to come up with a way for items returned there to be mailed. Holding off on delivering items there until we determine if shipping is an option.
- Vet Library— all staff have been working remotely since Monday.

- Math and Physical Sciences libraries are mostly remote. Natalie is coming in for book drops and any items on hold for Math.
- A majority of Mann staff are remote. Tobi Hines and Sara as well as several staff from the Access Services group are on-site. Tobi is helping to spin up the pick-up location and think through reserves for Mann.
- Question about if library spaces will be open in limited ways for faculty to support online instruction. Response: Deputy Provost indicates most faculty have a set-up in home or office, we are very much the fall back. This isn't about keeping buildings open, but providing a service if we can to support online instruction. Wendy and Tobi have kindly agreed to work on this question and describe how you might observe social distancing and also gain access while buildings are locked.

Kroch Asia (Greg Green):

- All staff of Asia collections is working remotely and have a system to stagger work on site if necessary. Everybody has enough work to keep busy. Most of our work is flexible and doesn't need to be immediately done. We can help other units if needed.

Business, Engineering, and Entrepreneurship (Christina Sheley):

- Engineering Library: The College of Engineering "owns" the Engineering Library space and there is no public services desk. They have been closed since Tuesday and will follow the Library's procedures.
- Nestlé Library: The School of Hotel Administration decided to close the Nestlé Library and its public services desk last Friday at 5:00 p.m. for the foreseeable future. Reserve materials were moved to the Management Library.
- Management Library: The space and desks are closed to all patrons.
- All staff are working remotely, with some intermittent trips to campus to retrieve final items.
- Also working with the online instructional support response team to partner with CTI and create a "Library Support for Remote Teaching" LibGuide.

There was some further discussion about projects while working from home, particularly for those who might work exclusively with physical collections. Eric asked if we are compiling these anywhere, and Kim indicated they have set up a BOX folder.

Gerald indicated the primary concern is the health and well-being of the staff.