

UPDATED LIBRARY ANNOUNCEMENT

March 25, 2020

The Library is seriously committed to protecting the health and well-being of its staff and all members of the AUC community. In an effort to curb the spread of the novel COVID-19, the Library will be scaling back its operations while still ensuring that essential services and support are available remotely and virtually.

LIBRARY CLOSING ALL FLOORS EXCEPT FOR PLAZA

Effective Sunday March 22, as a precaution to help limit the spread of COVID-19, kindly note that the Plaza Level will *be the only publicly* accessible floor of the Main Library for limited hours only to students in the dorms and students who require adaptive technology equipment.

(<http://schools.aucegypt.edu/library/pages/MainLibHours.aspx>)

All other floors will be closed.

Students permitted to use the Plaza floor during this period, will be required to observe social distancing protocol and to comply with the CDC's recommendation of one-meter social distancing. The Library reserves the right to request users to immediately leave the facility if they do not abide by these regulations.

Other members of the AUC community are not allowed to access the Library Plaza level during this period.

For research inquiries, students are encouraged to use our 24/7 Chat Service widget (on the AUC Library Website)

BOOK BORROWING, RETURNS AND LIBRARY FINES

In an effort to decrease the chances of the transmission of COVID-19, the AUC Main Library is requesting that all borrowers hold onto their checked-out books and not return them during this period. Users may return checked-out materials when the situation returns to normal. The Library will waive all fines incurred during this time. PLEASE ENJOY YOUR AUC LIBRARY BOOKS AS MUCH AS POSSIBLE . . . THERE IS NO NEED TO RETURN THEM NOW!

For print material loan inquiries, please email: cricadmin@aucegypt.edu

COURSE RESERVE

Given the Main Library's commitment to protecting the health and well-being of members of the AUC community and in order to prevent contact with course materials, the library has notified faculty to contact the Reserve unit to have their course material available online before March 22nd. Faculty who have not yet

responded, are encouraged to upload scans of their personal copies. If this is not possible, then kindly email the library to establish whether we are able to help given our very limited resources. Kindly note that, during this period, the library will not be circulating print material on Reserve

For Reserve inquiries please email: circadmin@aucegypt.edu

LIBRARIES LAST CALL FOR SCANNING RESERVE MATERIAL

The Main and Rare Books & Special Collections Library have received inquiries regarding the availability of reserve materials for teaching.

Please note that physical access to the Library is **not** possible at this time. However, the Libraries may be able to provide support for urgent reserve requests needed for teaching.

In order to do so, we need you to provide a list of those reserve materials by Saturday March 28th at noon: (Main Library requests: circadmin@aucegypt.edu, Rare Books requests: rbscl-ref@aucegypt.edu)

1. Please specify the course number
2. Whenever possible, we will provide access to online versions of materials
3. Materials available in print format only will be scanned on Sunday March 29th and files will be made available electronically on Reserve as soon as it is possible for our staff
4. If materials cannot be scanned, we will work with you to identify alternatives.

We will strive to provide you with reserve materials that you need urgently to support your teaching. Please note that this is the last chance for faculty to request the scanning of reserve materials. We appreciate your understanding and cooperation; we need to protect members of the community during this health crisis. Kindly note that no further requests will be accepted after noon Saturday night.

Thanks for your understanding

Online Materials and Tools

The AUC Libraries has a wealth of digital materials available for its users, including:

- Databases
- Electronic Journals
- Ebooks
- Streamed Video

These can be accessed by eligible users off campus, through the search bar on the Libraries home page or specific resources can be accessed through the [A-Z Database list](#), [Databases by Subject](#), and the [Subject Guides](#)

For any inquiries or problems, please contact eresources@aucegypt.edu and our expert team will respond and attend to your issue as soon as possible.

In addition, please keep in mind that resources are available via the EGYPTIAN KNOWLEDGE BANK <https://www.ekb.eg/> (accessible upon registration).

DOCUMENT DELIVERY

The AUC Libraries will continue as best as possible, within the capabilities of remote access, to provide the Document Delivery service. Note that there will be no possibility of scanning print journals from our collection. As with other universities globally, speed of response will be affected.

The Document Delivery is only available to current members of the AUC community.

For inquiries please contact (docdel@aucegypt.edu)

IMPORTANT ONLINE RESOURCE UPDATE

Virtually all schools and universities worldwide have moved to online education. This means that many online resources are receiving far more usage thereby putting strain on internet infrastructure. This slows access and, in some cases, may cause a failure of platforms.

LIBRARY PHOTOCOPY & PRINTING SERVICES

The Library will not be providing photocopy services as of Sunday, March 22, until further notice.

EXTERNAL USERS

External users, alumni and visitors will not be admitted until further notice. Accordingly, visitors who have registered as of March 7, 2020, will be allowed to either 1) freeze their membership for later use or 2) be fully refunded.

For further inquiries please email externalsrv@aucegypt.edu

SOCIAL MEDIA

Students and faculty can message the library their inquiries and requests online:

The Library's Facebook page: <https://www.facebook.com/AUCLibrary/>

Instagram: <https://www.instagram.com/aucmainlibrary/>

Twitter: [https://twitter.com/AUC Library](https://twitter.com/AUC_Library)

Email: library@aucegypt.edu

RARE BOOKS AND SPECIAL COLLECTIONS LIBRARY

Users are encouraged as a first step to visit the [Library website](#) and [subject guides](#) that offer access online to many of our collections including the [Digital Collections Library](#) and [Digital Archival Research Repository \(DAR\)](#).

RESEARCH SERVICES FOR USERS:

RBSCL subject librarians/curators with expertise in specific areas are available for remote consultations via email:

- **General enquiries**, contact Walaa Temraz (Walaa.temraz@aucegypt.edu)
- **Egyptology**, contact Amr Kamel (amr@aucegypt.edu)
- **Islamic art and architecture, Maps, historical magazines and Egyptian Gardens Project**, contact Eman Morgan (emorgan@aucegypt.edu)
- **Regional Architecture**, contact Balsam Saleh (balsam@aucegypt.edu)
- **Regional Photography and Cinema Collections**, contact Ola Seif (olaseif@aucegypt.edu)

Archival Collections and University Archives, contact:

- Stephen Urgola (surgola@aucegypt.edu)
- Nada Yassen (naday@aucegypt.edu)

Records Management, contact:

- Aisha Abu Bakr (aisha83@aucegypt.edu)

RBSCL RESERVE SERVICES

To inquire about or request RBSCL reserve material, kindly send an email to the following address with your request rbocl-ref@aucegypt.edu , Library partners can renew their reserve books online [here](#)

RBSCL SOCIAL MEDIA

RBSCL Facebook:

<https://www.facebook.com/AUCRareBooksandSpecialCollectionsLibrary>

RBSCL Twitter:

https://twitter.com/auc_rbocl

INFORMATION UPDATES

We strongly advise members of the community to keep checking the libraries' website and social media pages for updated information.

PLEASE STAY SAFE, PLEASE STAY HOME

COLLECTIVE EFFORTS CAN REDUCE THE RISK TO EACH OTHER.

LIBRARIES AND LEARNING TECHNOLOGIES

LAMIA EID

INTERIM DEAN OF LIBRARIES

lamiaeid@aucegypt.edu