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. All other floors will be closed. Until further notice, Plaza Level services will be offered Sundays through Thursdays, from 8:30 am until 4:00 pm only to students in the dorms and students who require adaptive technology equipment. 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!

**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

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
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 (aday@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 rbscl-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_rbscl
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