

Dear Staff and Students,

As you will be aware, since my email of last week, the national response to the Covid-19 situation has developed. Accordingly, in line with our institutional moves to online delivery methods, the Library Team are making new resources available online as some publishers are helpfully relaxing their restrictions to enable remote access. This is constantly being reviewed and enhanced and the latest information regarding available resources can always be found on the [Library's Moodle page](#).

We are also continually adapting our response to the latest guidance and furthering our efforts to ensure social distancing is maintained. We have now come to the point where we need to stop physical access to our Learning Resources Centres (LRCs) to ensure the safety of our community. Before this happens on Wednesday (25-03-2020), we are intending to allow two small windows of access on both campuses on Monday and Tuesday to allow students to borrow resources. Please can we ask that during these times computers are only used to identify required resources to limit unnecessary time in the buildings. You will also now need to use your campus card to enter both LRCs. This will help ensure that access is limited to staff and students. There is a doorbell by the main doors if anyone needs assistance.

In addition, from Monday, the SIZ physical service desk will not be available and we will move to a completely online and telephone service.

The following is an overview of our position starting Monday 23 March 2020:

#### **BOC & BRC LRC**

<b>Dates</b>	<b>Opening Hours</b>
23-03-2020 & 24-03-2020	10am – 1pm (access only available to borrow resources and then leave, limited access to computers)
25-03-2020 onwards	<b>No physical access</b> until further notice

#### **Support & Information Zone (SIZ) – online, email and telephone only**

<b>Dates</b>	<b>Opening Hours</b>
23-03-2020 onwards	10am to 4pm: Monday to Friday  (we will endeavour to maintain these hours and seek to increase as we adjust to our new delivery methods)

**Parking regulations**

From Monday, parking restrictions will be relaxed at both campuses. This will compensate for parking permits not being available from the BOC & BRC SIZ. This will be in regular review and further communications will be sent as things progress.

We're very grateful for your ongoing support and understanding as we deal with the implications of the Covid-19 virus on our community. We do not make these decisions lightly and recognise the inconvenience they may cause to some. We do, however, have a responsibility to ensure we're following the latest national guidance which is being updated regularly. We are monitoring the situation closely and will continue to make modifications to services as required.

Kind regards

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Head of Support & Customer Experience