

## **Milligan Libraries COVID-19 Use Policy (rev. 10.18.2021)**

**Policy is revised as needed in response to changing circumstances of the pandemic. Please observe these use procedures closely.**

### **In-Library Use**

Milligan Libraries locations are open for study and physical book and media browsing and checkout. Per the latest guidance from the University, we are treating the library as a classroom or laboratory space. As such, Milligan Libraries is now “mask optional” except when adequate social distancing cannot be achieved. See the [COVID-19 Protocols & Resources](#) page for more information.

### **Contactless Checkout for Pickup or Delivery**

For those who cannot or do not feel comfortable coming into the library, we are pleased to offer **contactless checkout to current local Milligan University students, faculty, and staff for pickup, and delivery to on-campus students in quarantine or isolation**, for a limited number of requested items.

- 1) From the Milligan Libraries [website \(https://library.milligan.edu/\)](https://library.milligan.edu/) navigate to the online catalog (Resources > Books/Media Catalog > Milligan & Libraries Worldwide) to search for needed items.
- 2) Email [library @ milligan.edu](mailto:library@milligan.edu) with the subject line: Library Book/Media Request.
- 3) In the body of the email include your First and Last Name, the last 6 digits from your Milligan ID Card, and your Milligan email address.
- 4) If this is a **pickup request**, indicate library location (Welshimer or Seminary). If this is a **delivery request**, include your campus address and instructions for how we can get library items to you.
- 5) Include the Title, Author, Call Number, and library location (Welshimer or Seminary) for up to five (5) book or media items at a time.
- 6) We will retrieve and check out requested items in your name. Most requests can be filled in one business day, but please allow up to 48 hours. You are responsible for the timely return of all items checked out in your name, per library policy. If you need additional time you can request a renewal.
- 7) If you have requested a pickup, you will receive an email when your items are ready. Come to the front door of the library between 10 AM and 4 PM Monday – Friday (10 AM – Noon on Fridays during the summer). Items not picked up will be available again on the next business day. If you have requested a delivery, you will receive an email confirming your request and when to anticipate delivery.
- 8) Items can be returned to book drops at either Welshimer or Seminary Library.

If you **do not live locally**, limited requests for shipping of physical items or scanning of book chapters (consistent with copyright fair use limitations) will be considered. Contact us at 423.461.8703 or [library @ milligan.edu](mailto:library@milligan.edu) for assistance.

### **Interlibrary Loan**

Items not held at Milligan Libraries can be requested by **current local Milligan University students, faculty, and staff** through our interlibrary loan service. Please allow additional time and note that the fulfillment of your requests cannot be guaranteed. Use ILL request links on the Milligan Libraries [website](#) (under the “Campus & Interlibrary Loan” dropdown menu). You will be notified by email when your requested item(s) arrive. Local pickup only. Shipping of interlibrary loaned items is not available.

**Thank you for your cooperation!**

Gary F. Daught, Director of Libraries