

May 6, 2020

To every member of the GTU Community:

These past few weeks have been challenging to each of us in many and surprising ways. Our personal and academic lives have been disrupted. I am deeply encouraged by the level of cooperation and true community spirit so many have exhibited during this time.

The library staff have been working to provide remote services to our community, and to develop new services in the light of this current situation.

We would like to announce two new services which we hope will help relieve some of the stresses faced by our teaching and learning community: Scanning Services for Articles and Book Chapters and Pick-up of Remote Learning Materials.

Scanning Services for Articles and Book Chapters

The library is offering scanning services for GTU Library cardholders to support distance learning. If you cannot find an online copy of an article or a book chapter, and the library owns a physical copy, staff will scan the article or book chapter and email it to you.

Guidelines

Allow at least 3 business days for your request to be processed. Check the GTU library's online resources for materials to supplement your research needs.

Many vendors are making e-books and online journals available for free while the pandemic is disrupting spring and summer courses. Look through [the following highlighted resources](#) on the Distance Students Guide.

Copyright Restrictions

GTU (all member schools and centers) and the Library comply with United States copyright law. The Library encourages all campus researchers to have a basic understanding of U.S. copyright law and an awareness of their rights and responsibilities regarding reproduction and use of copyrighted material. The GTU Library encourages all users to apply Fair Use guidelines when requesting scans of materials. For more information, consult the [GTU Library's Copyright Guide](#). As explained in the [Public Statement of Library Copyright Specialists: Fair Use & Emergency Remote Teaching & Research](#), fair use permits more extensive scanning as part of a legitimate response to a public health emergency, as the one we are currently facing with the COVID-19 pandemic.

General questions about appropriate use of library materials that may be under copyright should be directed to the Reference Librarians at library@gtu.edu.

Here is the form you can use to request a scan. <https://www.gtu.edu/library/get-help/library-scanning-services>

Pick-up of Remote Learning Materials

The library is offering an opportunity for a one-time per patron pick-up of materials to meet your remote learning needs during the month of May. Should multiple patrons desire the same book, the first request placed will be honored. This service can also include materials already on hold for you, items stored in your locker at the GTU main campus library or materials left on a desk or table in the SFTS library.

As we want to maintain social distancing and safety for all, we will set an appointment schedule to ensure only a single patron will be arriving at any given time. Please read these instructions for a smooth pick-up.

We do not currently have courier service operating between library locations. We will only be able to collect items for you from your home library. We are also unable to retrieve materials from off-site storage.

1. Please place holds on all the items you would like to pick-up in GRACE. Items that are located in your home library and available on the shelf are ready to be reserved. If you are unable to place holds or need help doing so, email library@gtu.edu or chat the librarians from the GTU library website. You can request available books or media items that are on the shelf in your home library only.
2. After you have placed all your holds, please fill out: <https://www.gtu.edu/library/get-help/remote-materials-pick> You will need to know the total number of items that are available on the shelf and include that number in the form. If you have materials already on hold for you, items in your locker (GTU) or on your assigned table (SFTS) that you would like, include that information as well.
3. After we have your materials gathered, we will arrange a time for you to pick them up outside, contacting you via phone and/or email you list on the form. Please do not come to the library at any other time than your appointment, as we will be maintaining social distancing.

Due to staffing levels and the safety of our employees, we are offering each library patron the option to come by one time in May. Depending on the changes to the Shelter-in-Place rules, the June options might be different.

Wishing you Peace and All Good!

Clay-Edward Dixon, MA, MLIS
Director of Library Services
Flora Lamson Hewlett Library
cedixon@gtu.edu