

March 24, 2020

Dear University Community,

In consultation with the University's Emergency Management Executive Team (EMET), the decision has been made to close the Jessie Ball duPont Library building to the public. Access is limited to LITS employees.

Starting Wednesday, March 25, Monday through Friday, the library will offer a pick-up service for library materials. To request library materials from the collection, please email the following information to our circulation staff by noon each day. These items will be available for pickup from 2 p.m. to 4 p.m. the same day. To make a request, email [reserves@sewanee.edu](mailto:reserves@sewanee.edu), or call the circulation staff at 931.598.1664.

Be sure to include:

- The title of the material(s) you want; a call number would be appreciated, but not required.
- Your contact information: name, phone number, and email address.

Materials will be checked out to your account by the Circulation staff and then shelved alphabetically by your last name on the book truck. Items will be available for pick up between 2 and 4 p.m. on a book truck on the library's covered front porch. Materials not picked up during that period will be reshelved. If the pick-up time does not work for you, please let us know. We will contact you about an alternative method or time to get materials to you.

Special borrowing policies in place during this period:

- You may check out more than the normal number of videos and audiobooks during this time.
- Fines will not be assessed for late returns.
- You can return library materials 24 hours a day to either of our book drops—on the front porch of duPont Library or at the entrance of the rear parking lot.

We want to remind you about our Overdrive service for easy access to our ebooks and electronic audiobooks. Go to: <https://sewanee.overdrive.com/> to learn more. You can make recommendations for purchase through this website also.

The library wants to support your reading, watching, and listening needs during this time. Please let us know if you have any questions, and stay safe.

Sincerely,

Vicki Sells & the duPont Library Staff