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School of Law_Library COVID-19 Plan

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From: Christine Dulac <christine.dulac@maine.edu>
Sent: Friday, March 13, 2020 11:45 AM
To: Maine Law Faculty; Maine Law Staff; Maine Law Class of 2020; Maine Law Class of 2021; Maine Law Class of 2022
Subject: Library COVID-19 Plan

Hello All,

Below is an update from the Library about our services at this time. Please read it carefully. This is subject to change as the situation changes. Thank you.

**Garbrecht Law Library
COVID-19 Plan**

I. **Staffing**—Library staff will keep their regular hours and work on-site until otherwise notified by the Dean or Chancellor that this is no longer allowed. We will respond to questions sent to us directly or via the Reference Email (lawref@maine.edu) from faculty, staff, students and the general public per our regular practices. If in depth reference interviews and assistance is required, we will do that via Zoom. I will be flexible with my staff and work with those who are not comfortable working in the building or who are more susceptible to the virus to insure they feel safe while continuing to work remotely.

II. **Building Access**— Access to the building will not be permitted except by permission of the Dean, to be considered only in cases of extreme hardship or other exceptional circumstances.

III. **Access to Print and Online Resources**—All faculty, staff and students should be able to access LexisNexis, Westlaw and Bloomberg from their computers using their login credentials. Please email Maureen Quinlan at Maureen.quinlan@maine.edu if you have any problems accessing those services and she will work with our representatives to get your issues resolved.

Remote access to resources such as HeinOnline and the non-legal databases the Law School Community has access to can be accessed remotely. An A-Z list of all of the databases the law school has access to can be found in our Law Guides at <http://lawguides.mainerlaw.maine.edu/az.php>. These resources work best by opening an incognito window in your browser, at which point you may be asked to sign in using your maine.edu credential or your last name and library barcode. The library barcode can be found at the bottom of your law school id. Please contact me if you having problems accessing these databases.

Many of the materials in other libraries, including the libraries in the UMaine System can be requested and sent to us via the mail. We will continue to process these materials until it is no longer safe to do so or if we no longer have access to the library mail or when lending institutions discontinue their services. We will make every effort to get you the material you need in a timely fashion for as long as that is feasible.


IV. **Access To Classroom Materials**—West Academic has sent out a notice that they will be providing e-book access to it e-books for schools that have gone to online teaching. Students need to call them at (877) 888-1330 and speak with a customer service representative for help getting those eBooks. As of right now we are waiting to hear from Wolters Kluwer and other vendors as to whether they will be doing the same. I will update you all as that information becomes available.

Faculty Reserves: The library is willing to add materials to our E-reserves platform ARES if needed. This includes assigned readings, keeping in mind that now is the time to get that material to us so that we can process the requests during the spring break.

The library staff will do all that we can to fulfill your information needs. Please do not hesitate to contact any of us. We will update these procedures as events warrant.

Please see the [library page of the portal](#) for our staff contact information.

The Library webpage can be found [here](#).

	<p>Christine I. Dulac, J.D., M.L.I.S. Director, Garbrecht Law Library Donald L. Garbrecht Law Scholar 246 Deering Avenue Portland, ME 04102 Ph: 207.780.4827</p>
 <i>Pronouns: she, her, hers</i>	