

Dear all,

Thank you for your continued cooperation in wearing face coverings and keeping your hand clean whilst in the Longwall Library. I would like to draw attention to a few of the ways we'll be accommodating Covid measures over the coming term. We'll be putting more guidance up on the college webpages as term progresses.

- The number of desk spaces is reduced at present, to ensure social distancing. Work is in progress to increase the number of available desks over the course of the term
- Click & Collect: we are happy to fetch books for you to collect from the library foyer. Details on Click & Collect are available here:  
<https://www.bodleian.ox.ac.uk/using/clickandcollect>
- We can arrange loans for you if you are self-isolating. Email the library enquiry desk ([library.desk@magd.ox.ac.uk](mailto:library.desk@magd.ox.ac.uk)) to request the books you need.
  - o Include in your email:
    - § the title of the book, its author and shelfmark.
    - § Include a link to the SOLO catalogue record if you can.
    - § The name of your nominated helper who will pick the books up from the library
  - o The books need to be collected from the library during staffed hours (during term 8:30am-5:30pm, Monday-Friday)
  - o Your nominated helper should come to the desk to ask for the books. They will need to show their own Bod card when they arrive.
  - o The books will be issued to you on your own library account.
  - o Books should not be returned from a self-isolating reader. Only return books once you have left isolation. If you are asked to return a book because it has been reserved by another reader or it is overdue, email us at [library.desk@magd.ox.ac.uk](mailto:library.desk@magd.ox.ac.uk)
- There is a wealth of guidance on how to access electronic materials on the Bodleian Libraries website (<https://www.bodleian.ox.ac.uk/finding-resources> and <https://libguides.bodleian.ox.ac.uk/e-books/covid-19>) but please let us know if you are struggling to find what you need.
- Please get in touch with the College Librarian if you have any concerns about the library and our safety measures ([lucy.gwynn@magd.ox.ac.uk](mailto:lucy.gwynn@magd.ox.ac.uk)).

Many thanks,

Lucy

Dr Lucy Gwynn

College Librarian

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<https://www.magd.ox.ac.uk/libraries-and-archives/>

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