

Dear Summer 2016 iSchool Instructors,

We wanted to keep you informed of the iSchool's plans to carry out extensive renovations to the 4th and 5th floors of the Bissell Building from April to August 2016, resulting in a temporary relocation of events, study space, information services, and staff to various locations. Construction work will end by 4 pm daily, from Monday to Friday. However, when summer classes start, there may occasionally be construction materials in hallways and corridors.

We want to provide you with specifics on potential service changes.

The Inforum will be temporarily relocated to the Robarts Library building, beginning in early April:

- The Inforum's general collection will be shelved on Robarts' 13th floor stacks and will circulate from the Robarts Loans Desk (or the self-charge machines on the 1st floor).
- Course Reserves and Tech Loans will circulate from the Inforum's service location on the 1st floor of Robarts.
- Low-use print material (journal back issues and older material editions) are now housed at UTL at Downsview. These materials can be requested using the "request" button in the catalogue record.

What this means for you as an instructor:

1. Readings

- As you prepare your course syllabi for summer courses, I encourage you to consider using U of T Library-licensed e-resources and open access content in your reading lists.
- If it is not possible to assign an online resource because the content is print-only, consider using our **Reading List Service** as early as possible.
- The sooner we receive your reading list, the sooner our staff can advise you on making readings available through Blackboard/LOCR and apply for copyright permission for content that exceeds Fair Dealing guidelines (<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/26.pdf>).
- To learn more about our Reading List Service, contact Anna Oh (anna.oh@utoronto.ca).

2. Course Reserves & Technology Loans

- Course Reserves and Tech Loans will circulate from the Inforum's service location on Robarts 1st floor.
- Summer hours, this summer, will be Monday-Thursday, 10 am-5:30 pm and Friday, 10 am-5 pm. If you are teaching an evening class, please keep these hours in mind before asking students to bring Inforum equipment, such as laptops, to class. If you require

students to bring laptops to their evening class, please contact us at the beginning of the summer term so that we can set up individual arrangements with you, especially for return of the equipment, after hours.

Thank you for your flexibility as we venture into new territory for the Inforum services.

Sincerely,

Lari

Lari Langford
Interim Director, Inforum
Faculty of Information