

## Hellenic and Roman Library

We have been doing a lot of work behind the scenes in order to start to offer library services once again. We are very pleased to announce the following timeline for some services:

From **8 July** we can once again offer postal loans to members. Please email [iclass.enquiries@london.ac.uk](mailto:iclass.enquiries@london.ac.uk) with any requests for loans, and we will send those out to you. Please be aware that due to social distancing requirements it may take us a little longer to process requests than normal. The normal rules for postal loans will apply: <https://library.ics.sas.ac.uk/faqs#what-is-the-procedure-for-postal-loans-within-the-uk>.

From **8 July** we will also be able to resume a scanning service for members. As we anticipate a high demand for this service, we are putting an initial cap on requests at **one scan of an article or chapter per week** for each library member. If we find demand is not as high as expected, or that we have extra capacity, we may be able to increase this. Please email [iclass.enquiries@london.ac.uk](mailto:iclass.enquiries@london.ac.uk) with any requests. Please also be aware that we will need to comply with copyright restrictions for all scans, and will ask you to complete a copyright declaration in every case.

<https://library.ics.sas.ac.uk/faqs#how-can-i-make-a-scanning-photocopying-request>

From **13 July** we will be offering a click and collect loans and returns point in the **North Block reception** at Senate House. This will operate from **11am-3pm on Monday-Wednesday** each week, and the service will be shared with Senate House Library. If you would like to request any books to collect, please email the library at [iclass.enquiries@london.ac.uk](mailto:iclass.enquiries@london.ac.uk) at least **two working days** before collection. We will let you know when the books are ready, and ask you to confirm on which day you will be collecting them. When collecting the books, you will need to show your library card at the collection point, and will then be given the books. The books will be handed over wrapped for your safety, but the bag they are in may not be strong enough to transport them for long distances, so please do also bring your own bag. When accessing the collection point you will be asked to enter from the Russell Square side of the building, and to leave on the Malet Street side, to allow a one-way flow of visitors. Please observe 2m distancing when accessing the collection point. There will also be a returns box there if you need to return books.

**Returns:** Books can now be returned to us by post. There will also be a returns box at the click and collect point from 13 July if you would rather drop them off in person.

The library remains closed to readers for the time being, although we are working on plans to allow safe access once again.

Please do check our open access resources page (<https://library.ics.sas.ac.uk/open-access-resources>) for information on resources that you can access remotely. And please do get in touch with us at [iclass.enquiries@london.ac.uk](mailto:iclass.enquiries@london.ac.uk) with any questions or suggestions, and we will do what we can to help.