

Shepard Library Services During COVID-19

The James E. Shepard Memorial Library staff is following university, state, local, and professional guidance to implement health and safety measures. The following information provides students, faculty, and staff with an update of our procedures and services during the COVID-19 pandemic.

- Face masks are required. A face mask should be worn for the entire duration of your visit to the library. Everyone in library buildings must wear face coverings in public and shared areas.
- The library staff has redistributed furniture to promote social distancing of at least six feet. **Library users should not relocate or move furniture.**
- **No Eating or Drinking in Shepard Library, CMC Library or the Music Library.**
- Library group rooms have a maximum capacity of two people. Do not move additional chairs into any of the library's study rooms.
- The library does not have space to support small or large groups. Students will need to work alone or in pairs of two.
- In the interest of user and staff safety, hard copies of newspapers and journals will not be available. Library staff will provide assistance with retrieving these items in a digital format.
- For library patrons who are unable to wear a mask, please contact us at (919) 530-6473 or text (919) 799-2182 set up a virtual appointment for your information needs.
- Hand sanitizer and sanitizing wipes are available at our service desks.
- We will quarantine returned library materials for 72 hours in the interest of user and staff safety.
- All library users and employees should follow directional and other signage intended to promote social distancing.
- If you have any COVID-19 symptoms or believe you may have had exposure to someone with COVID-19, please do not come to the library.

James E. Shepard Memorial Library | Fall Hours and Information

Sunday 2:00 PM - 2:00 AM

Monday – Thursday 7:30 AM - 2:00 AM

Friday 7:30 AM - 5:00 PM

Saturday 10:00 AM - 6:00 PM

Shepard Library Late Evening Hours

For safety and security, building access will be restricted to NCCU students, faculty, and staff between

11:00 PM – 2:00 AM

Sunday – Thursday

A Valid NCCU ID card is required.

To enter the library, patrons will need to swipe or show their NCCU ID card during the 11:00 PM – 2:00 AM hours of service.

All patrons will have to enter the library from the doors facing Annie Day Shepard Residence Hall.

Curriculum Material Center Library | Hours and Information

Curriculum Material Center Library, located in the H. M. Michaux, Jr. School of Education Building will open 8:00 AM - 4:30 PM. The library will be **by appointment only for the hours of 12:00 PM - 4:30 PM**. From 8:00 AM-12:00 NOON, capacity is limited to 5 people, and patron visits are for a one-hour duration. Please contact Ms. Karen Grimwood at kgrimwood@nccu.edu to make an appointment.

Music Library | Hours & Information

The Music Library, located on the third floor of the Edwards Music Hall, **will operate on a by appointment only basis**. Please contact Mrs. Vernice Faison at vfaison@nccu.edu regarding your Music Library needs.

University Archives and Records | Hours and Information

The University Archives and Records, located on the first floor of the James E. Shepard Memorial Library **will operate on a by appointment only basis**. Please contact Mr. Andre Vann at avann@nccu.edu to schedule an appointment. Capacity is limited to 2 people. Students, faculty and researchers seeking access to historical or archival collections materials will be able to request a limited number of digital copies of materials beginning August 17th, 2020.

Library events and programs

All events sponsored by the James E. Shepard Memorial Library will be virtual until further notice.

Library Instruction and Consultations

Ongoing: Remote Services Continue

Remote access to expertise, services and resources will continue for those who prefer or are unable to visit Shepard Library, including:

- Consultations, reference transactions, workshops, and instruction will be primarily provided virtually to support physical distancing and safety.
- Instruction or consultations can be requested at <https://nccu.libwizard.com/f/Instruction-Request>
- Online resources by subject and [research and course guides](#)
- Electronic Course Reserves requests
- Electronic access to resources and materials via the [library catalog](#) and [databases](#)

Connect with the Shepard Library with our Virtual Services

Shepard Library Services remains available via email, chat and phone from 9 AM - 10 PM

- Chat with us online at <https://shepard.libanswers.nccu.edu/>
- Email us at ask@shepard.nccu.libanswers.com
- Text us at 919-799-2182

Call us at 919-530-6473