

UNIVERSITY OF HARTFORD

HARRISON UNIVERSITY LIBRARIES

FAQ for the Allen Library Move

Move Date: May 2017 (after Commencement)

What you really need to know

The Allen Library is moving to its new facility on the lower level of the recently renamed Harrison University Libraries (the building where Mortensen Library and Starbucks® are located) after the May 2017 Commencement. During this time, Allen will be **closed Saturday, May 20, through Sunday, June 4, 2017.**

While we are temporarily closed, you can email us if you

- need to have materials retrieved,
- need to resolve fines or other circulation issues, or
- have urgent research questions.

More information is detailed in the answers to the frequently asked questions below.

1. What is happening? Where is Allen going?

This year the Harrison University Libraries were expanded to add a three-story, 8,300 square-foot addition to the back of the building where Mortensen and Starbucks® are located. This expansion includes a new 6,475-square-foot space on the lower level into which the Allen Library (the music/dance library) will move and maintain a distinct identity. Together, the Allen and Mortensen Libraries make up the Harrison University Libraries. The Allen relocation will begin after the May 2017 Commencement and finish in time for The Hartt School Summerterm.

The Allen Library will be a “library within a library,” with its own walls and entrance inside the Harrison University Libraries building, and will be similar in size and functionality to the old Allen Library. It will continue to serve as a learning hub and intellectual center for The Hartt School, and its services, collections, and facilities will remain open to the entire University community. Users will still have one-stop access to Allen’s collections, services, and research and technical assistance.

2. What is happening to the old Allen Library space?

The Allen Library’s old space will be renovated to become a new home for the University’s Maurice Greenberg Center for Judaic Studies.

3. Can I see what the new Allen Library will look like?

Yes! The new Allen space has been open during spring 2017, even though Allen hasn’t moved. (Mortensen staff members have been using the space temporarily while their own spaces are renovated.) To preview “New Allen,” go into the Mortensen Library, downstairs to the lower level, then toward the large red bulletin board. Allen’s glass door is to the left. Keep in mind that all furniture and decorations will change when Allen moves in. We are happy to take you on a tour or answer questions!

We have posted a floorplan and artist rendering in the current Allen Library, and you can see them online [here](#).

4. What will be the same or different in the new Allen Library?

Same (or enhanced):

- A separate library for music/dance materials, with full staffing and collections.
- Individual and group study spaces, listening stations, computers, printing, scanning, etc.
- Two seminar rooms with computer and AV projection (with upgraded equipment). The large seminar room is bigger and more flexible in the new space.
- Three listening/viewing rooms with upgraded equipment. These rooms are bigger, and have better soundproofing and ambiance than the old space.

Different (and in most cases, better!):

- CDs will be accessible for public browsing.
- Public restrooms and water fountain are on the same floor as Allen.
- Elevator more accessible (and does not require staff assistance).
- Power outlets and lights on study tables.
- Easier access to copy card machine, other scanners, other study areas, and café.
- Music/dance current journals more visible to users.
- Bound periodicals located just outside of new Allen, down the hall.
- Compact mobile shelving on rails (see below for more info).

5. What is compact mobile shelving?

With compact mobile shelving, rows of shelves are attached to tracks and can be moved back and forth. Instead of having an aisle between each row of shelves, there will only be one aisle for the entire area. To get into a different aisle, you turn a crank to move the entire row over until you open up an aisle for the shelf you need. The cranks are easy to use and have locks that you can set before you walk into the aisle.

6. When will the Allen Library be closed for the move?

We will be formally closed **Saturday, May 20, through Sunday, June 4**. If the move has slow periods or is delayed, we may informally open our doors. You can call, email, or drop in to check. Here are specifics:

Dates	Hours	Notes
Wednesday–Friday, May 17–19	9 a.m.–5 p.m.	Limited access to materials/services.
Saturday, May 20– Sunday, June 4 (two weeks)	CLOSED	Need materials retrieved? Have questions about fines? Want to know if we are unofficially open? Email us! Contact Lisa Wollenberg at Lwollenbe@hartford.edu .
Monday–Thursday, June 5–8	9 a.m.–7 p.m.	Re-open in the new Allen space for reduced hours. We will still be setting up and learning new procedures.
Friday, June 9	9 a.m.–4:30 p.m.	
Saturday–Sunday, June 10–11	CLOSED	Regular summer session hours will resume after this weekend.

7. Will I still be able to access the Allen Library during the move?

Not during the actual move while we are closed. We will retrieve materials for you; see below.

(That said, IF we have a slow period during the move, and IF we open our doors informally, you are welcome to come in and use the front area, but Allen staff will be busy with moving tasks. The place may be noisy, and

most shelves, spaces, and equipment will be inaccessible. You may be asked to relocate or depart. We ask that you please plan ahead for the full closing!

8. Will the new Allen Library be open in time for Hartt Summerterm (June 26)?

Yes! See the table above for dates. Some services may be provisional, and staff will still be learning new procedures or problem solving, but we expect users to have access to most spaces and resources.

9. Can you retrieve music or dance materials for me to check out?

We urge Allen users to plan ahead, or wait, if they can. If you cannot wait, we can retrieve most scores, books, and recordings. Please email Lisa Wollenberg (LWollenbe@hartford.edu) with the composer/author, title, call number, and library location of the item. Please be certain the item is not already checked out. We will retrieve the item (if not that day, then the next working day) and leave it on hold for you at the Allen or Mortensen Library circulation desk. We will contact you when your item is ready for pickup (and indicate which desk).

10. I am teaching a class this summer. What should I do about course reserves?

Please submit your reserve lists as soon as possible so we can have all materials ready for the start of Hartt Summerterm in the new Allen Library. Contact Mike Anderson (mianderso@hartford.edu, 860.768.4459) if you have more questions. Due to challenges inherent in any new facility, processing may take a bit longer than usual. We appreciate your patience!

11. I need to return or renew my library materials. What should I do?

Please return materials to Allen *before* it closes or *after* it reopens. Fines will not accrue while Allen is closed. We will avoid having items be due during that time.

You can renew some items online at <http://hartford.waldo.kohalibrary.com>. Click on “Log in to Your Account” at the top right. The username is your University ID number, and the password is your last name, with proper capitalization. For help logging in, visit the Mortensen circulation desk or call them at 860.768.4264.

If necessary, you can return items to the Mortensen Library. If you have more questions, please contact Mike Anderson (mianderso@hartford.edu, 860.768.4459).

12. When will materials be due?

Students

Most books/scores are due 28 days after checkout (and can be renewed), but as of April 15, any books/scores that you check(ed) out or renew(ed) will be due June 30, after the move.

Most CD/DVD/VHS/LPs that you check out are due after three days (and can be renewed), but starting May 10, any recordings you check out will be due June 30, after the move.

Items may be subject to recall if they are needed for summer course reserves or by another patron.

Faculty and Staff

Most books/scores are due at the end of finals (May 16), but as of March 22 any books/scores that you check(ed) out or renew(ed) will be due August 17, after the move.

Most CD/DVD/VHS/LPs that you check out are due after one week, but starting May 6, any recordings you check out will be due June 30, after the move.

13. Where can I pay my Allen Library fines?

Please try to pay fines before or after the Allen Library move (that is, by Friday, May 19, or starting Monday, June 5). For graduating students, fines not paid by Friday, May 12, will be sent to the Bursar for billing. Fines will not accrue during the relocation period (Saturday, May 20 through Sunday, June 4), but they will accrue for the days before and after the move, and lost items will still incur replacement charges. If you have other issues related to fines that cannot wait, please contact Mike Anderson (mianderso@hartford.edu, 860.768.4459).

14. Can I borrow recording equipment (audio recorders, video camcorders, tripods, microphones)?

Recording equipment will be available for check out through the end of finals, Tuesday, May 16. All equipment must be returned by that date, and will generally not be available during the move. (We may find we can accommodate urgent requests case-by-case.) If you have questions, please contact Mike Anderson (mianderso@hartford.edu, 860.768.4459).

15. May I still use the seminar rooms? What about this summer?

The seminar rooms in the old Allen Library (HJG E313 and E312) will be available through the end of finals, Tuesday, May 16. The seminar rooms in the new Allen Library (large room HJG L132, and small room HJG L136) will be available starting on Monday, June 5, though Allen staff may still be setting up or learning how to use the new equipment. We may find ourselves able to accommodate requests during this interim period. To inquire, contact Mike Anderson (mianderso@hartford.edu, 860.768.4459).

If you need a place to meet in the interim, there are multiple classrooms and small group rooms in Mortensen Library. See this webpage for more information:
http://library.hartford.edu/about/libraries/info_pol/info_classrooms.aspx.

16. Where can I go to listen to music or watch videos?

We expect the new audiovisual equipment to be available by early June (if not earlier). In the meantime, while Allen is closed, you can view DVDs/VHS at Mortensen's viewing stations on Mortensen's upper level. Allen staff intends to temporarily move one stereo setup to a table right outside of the new Allen. Check out headphones at Mortensen's circulation desk.

17. Where can I go to study, use a computer, or print, scan, or copy materials?

You are welcome to use seating, computers, and printing, scanning, and copying equipment while they are still available in the current Allen Library facility, and once they are up and running in the new facility. We are unsure of precise take-down and set-up dates. In the meantime (and at any other time), you may use seating and equipment available on the main and upper levels of Mortensen Library.

18. If I have a music/dance research question, or need help finding music, who can help me?

Please try to plan ahead and ask your questions before or after the move. If you cannot wait, we will try to set up a consultation time, or work with you briefly via phone or email. Contact Lisa Wollenberg (LWollenbe@hartford.edu, 860.768.4840). Depending on the question, we may refer you to a colleague in the Mortensen Library or at another regional music/dance library.

19. Will there be a grand opening or celebration?

We will be welcoming users to the new Allen Library space with events in fall 2017.

How to Reach Us

Staff will check email regularly. During the move, calls may go to voicemail, but it will be checked daily.

Tracey Rudnick, Head of Allen Library

rudnick@hartford.edu; 860.768.4404

Most move-related questions and many Allen questions.

Lisa Wollenberg, Public Services Librarian

LWollenbe@hartford.edu; 860.768.4840

Interim services during the move, research questions.

Mike Anderson, Public Services Coordinator

mianderso@hartford.edu; 860.768.4459

Room reservations, fines, circulation, equipment, and interim services during move.

Jennifer Olson, Technical Services Librarian

jolson@hartford.edu; 860.768.4625

Backup to public services during the move; can assist with any number of questions.

Lauren Perala, Technical Services Coordinator

perala@hartford.edu; 860.768.4770

Backup to public services during the move; can assist with any number of questions.