Dear Campus Leadership,

**Our campus library is a fixture of our campus providing essential materials and services to our students.** Even in these challenging times, the [Institution Name] Library remains an asset to our campus. Throughout the Illinois stay-at-home orders, library staff members worked behind the scenes to provide virtual services and plan for the changes in our services for the coming semesters. From campus-related closure information, to research assistance for students, technology checkouts, and working with faculty to make sure their students have access to the resources they need, we are here, helping to create stability and sustainability for our transition to online learning for the [Institution Name].

As you work to reopen [Institution Name], know that the library is also working to find solutions to open its building doors safely, with regards to Personal Protective Equipment (PPE), safe materials handling, social distancing, and logistics.

We have been focused on planning for how we continue to support students in an online environment and provide as many of our services online as we can. We are shifting our collections practices to provide more digital content, testing new tools and processes that allow us to provide reference services, and reconsidering how our physical resources are distributed.

We are confident that when those doors finally open, the library will be busy with [Institution Name] students needing help finding resources for their classes, using our computers to get access to their entirely online coursework, and assistance navigating restricted campus resources.

I am aware that tough decisions about funding across our campus are going to be made. I ask that you take the long view when considering the [Institution Name] Library and leave the staff and budget intact. Please consider the following:

* *\*\*\*\*\*If you have local, state, or national roi or student success data as it relates to the library, put that here(cost per use, student spending)\*\*\*\*\**
* Whether paid by the institution or through unemployment, staff are still receiving tax dollars. Keeping the payments local enables the larger federal pool to be used for others in the community who need it.
* Layoffs and furloughs undermine our staff’s important work in supporting students participating in their online courses, evaluate information, and succeed during their time at [Institution Name] through any and all extenuating circumstances. Libraries that lay off now will have students that are inadequately supported through the coming semesters, especially with the subsequent outbreaks of COVID-19 that many public health officials fear will come later in 2020.

Please remember that an investment in the library is an investment in the future of [Institution Name] Library.

Sincerely,