



## THE CATHOLOIC UNIVERSITY OF AMERICA

### *Office of the Director of Libraries*

Washington, D.C. 20064

202-319-5055

August 14, 2002

Dear Member of the CUA Community,

As you prepare for the new academic year, please allow me a few minutes of your time to bring you up-to-date on the renovation project taking place in Mullen Library, to address some of the current and expected changes you will encounter in the university libraries, and perhaps, to answer some of the questions you may be raising as you note the activities in Mullen and changes made elsewhere during the past few months.

The Mullen renovation project that began with planning, testing, and preliminary work in the building during the last academic year has entered the construction phase. Public areas that are being affected by construction work include the first floor, some areas on the ground floor, some areas on the second floor, and the library stacks. All of the areas will not be affected by work at the same time or in the same way, nevertheless, sometime in the course of the project during this academic year, services, personnel, traffic patterns, and library collections will be moved, re-routed and changed.

There are many issues of concern to be addressed when work is being done in an occupied building:

**Safety** is our highest priority. Particular attention is being given to safety and security of our library users, our staff and our collections. Areas under construction will be sealed off with plastic "walls" to limit the amount of dust in the air. Signs will be posted when access to a particular area is limited.

**Noise** will be minimized by having the heaviest and loudest work done before 8 am, i. e., before the library opens.

**Schedules** for library services have been posted with minor changes over previous years. We are committed to maintaining the service schedules as published.

**Services** will be offered without interruption. There may be times when service points are temporarily relocated. Signs will be posted to direct users to the temporary locations.

**Electronic Access** to library resources will not be affected, nor will access to computers in the library.

**Reading areas** will be available for a limited time on the first floor, North wing. The Main reading room on the second floor and the third floor of Mullen will be available throughout the project for quiet study.

**Copy Center services**, now managed by IKON, will remain on the second floor, room 218, for the duration of the project. Public service hours have been abbreviated in order to maintain pricing at the same level as it has been for the past ten years. Course packs are no longer being produced at the copy center but rather at the CUA Bookstore. Nineteen new walk-up convenience copiers are located throughout the university libraries.

**Access for disabled users** will remain unchanged.

**Traffic and parking** around the library will be interrupted from time to time. The Office of Facilities Planning and Construction and the Department of Public Safety will provide the appropriate notification.

**In the Campus Libraries**, users of the Engineering/Architecture and Math Library in Pangborn, the Music Library in Ward Hall and the Nursing/Biology Library in Gowan Hall will notice improvements made during the summer months by rearranging spaces for patrons and materials.

This year will be a challenging one as we work toward improving our libraries. We ask your patience and understanding for the duration of the project and assure you that we will do everything in our power to provide the services and resources you need for your work.

Regular updates will be posted on the libraries' website: <http://libraries.cua.edu>.

Sincerely,

Adele R. Chwalek  
Director of Libraries

Voice: 202-319-5055  
E-Mail: [Chwalek@cua.edu](mailto:Chwalek@cua.edu)  
FAX: 202.319.4735