

University Library
PO Box 9501
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The Netherlands

Date 6th of May 2015
Subject Accessibility of collections during renovation

Dear Sir/Madam,

Leiden University Libraries would like to inform you that in week of the 18th of May 2015, the collections located in the Open Stacks on -1, one floor below the Information Centre Huygens, will be moved due to the renovation and refurbishment of the Open Stacks area. These collections will briefly be unavailable during the move of the collections in these two weeks (weeks 21 and 22). After moving the collections and during the renovation of the Open Stacks, which will last until October, the KITLV Reading Room collection will be easily accessible in the North Hall of the University Library. The other collections can be requested via the Catalogue. We aim to make this transition as smooth as possible for you. Please find a few recommendations below to help you continue using the KITLV and KERN collections, as well as our collection of journals and our other facilities.

Renovation and refurbishment Open Stacks

The renovation of the Open Stacks will start in the second half of May and the Open Stacks area will not be accessible until October. The Open Stacks area will be completely refurbished. Ultimately it will contain 5 km of materials mostly from our Asian and periodicals collections. It will also include thirty new workspaces. With a brand new carpet, freshly painted walls and ceiling, it will be a delight to study and work in this new area of the University Library.

Accessibility of collections during renovation

The Open Stacks currently hold the following collections: KITLV Reading Room, KERN and periodicals. During the two weeks in the second half of May in which the collections need to be moved out of the Open Stacks in order to clear the space for renovation, the collections will be temporarily inaccessible. We aim to make the collections accessible again within two weeks. During the whole renovation of the Open Stacks, the KITLV Reading Room collection will be as easily accessible as it is now, but then at their new temporary home in the North Hall of the University Library. You can enter the North Hall via the main entrance (of the South Hall) of the University Library. Signs will show you the way to the North Hall. The KERN collection and the periodicals will temporarily be placed in the Closed Stacks area during the renovation. To retrieve these materials, you must consult the Catalogue via our website libraries.leiden.edu or for the Dutch website via bibliotheek.leidenuniv.nl.

After the renovation is completed, the KITLV Reading Room collection will be placed back into the Open Stacks area. Information on which parts of the KERN collection and periodicals will be placed back will be announced at a later date. Rare, vulnerable and non-circulating materials are issued in the Special Collections Reading Room Dousa on the second floor.

Request materials for loan or consultation

Requests made via the Catalogue on weekdays before 16h00 can be picked up after one hour from the self-service lockers in the Information Centre Huygens or for non-circulating materials in the Special Collections Reading Room; later requests are ready the next working day.

Opening hours and facilities

Your main service point for access to these collections is the University Library at Witte Singel 27. The library is normally open seven days a week, on weekdays until midnight. Please note that in July and August our summer opening hours apply: weekdays from 8h30-18h00 and Saturdays from 13h00-17h00. You can find our opening hours on the library website www.library.leiden.edu. In our library you can make use of a wide range of facilities and collections. You can also reserve group study rooms with a smartboard or use our media room to consult DVD's, blu-ray and streaming media. For more information, please check *Homepage > Practical information on library locations > University Library*.

Updates and questions

In the coming months we will keep you informed with more detailed information about the renovation, exact dates of the movement of collections, new floor plans and information on accessibility of collections via the blog blogs.library.leiden.edu/towardstheasianlibrary. Please consult this blog regularly during the renovation for the most recent updates.

We are also proud to announce the availability of the new website asianlibraryleiden.nl, where you can find the latest information on specifically The Asian Library project.

Should you have any questions or feedback, please do not hesitate to contact us. For questions concerning the planned renovations and the movement of collections, please send your e-mail to renovation@library.leidenuniv.nl. For other general questions concerning our collections you can use the *Ask a librarian* button on the library website library.leiden.edu or ask them at the information desk in the University Library.

Please consult the website asianlibraryleiden.nl for general information and developments concerning The Asian Library.

Yours sincerely,

Kurt De Belder

University Librarian

Director Leiden University Libraries & Leiden University Press