Winter Recess Schedule 2021-2022

- Ask a Librarian
- Get It! Services
- Harvard Depository/ReCAP Requests
- HOLLIS Special Requests
- Requests for In Process Materials (items that are on order or in work orders)
- Records Management
- LTS Support
- LTS Office Hours and Services

Ask a Librarian

Ask a Librarian, including chat and email, will be suspended from 5:00 pm on Saturday, December 18, through Sunday, January 2, for the holiday break. Any questions received during this period will be answered beginning Monday, January 3, 2022.

Get It! Services

Harvard Direct, Borrow Direct, Scan and Deliver, and Interlibrary Loan services will be suspended from Saturday, December 18, 2021, through Sunday, January 2, 2022. Any requests made during this time will be processed beginning Monday, January 3, 2022, in order of receipt.

Harvard Depository/ReCAP Requests

Requests for library materials should be made by Wednesday, December 15, 2021 to ensure scheduled library pickup by Friday, December 17, 2021. Requests made after this time may not be available until January 3, 2022.

HOLLIS Special Requests

Many Harvard Libraries will have limited hours during Winter Recess and January Term. For specific library details, visit Harvard’s Locations and Hours page. Special Collections items housed at the Harvard Depository must be requested by Wednesday December 15, 2021, for use before the holiday break. Items from the Harvard Depository requested after the 15th may not be delivered until January 3, 2022.

Imaging Services will be closed from December 18, 2021 through January 2, 2022. Any copy orders placed during this period will be addressed in early January.

Requests for In Process Materials (items that are on order or in work orders)

Patrons can place requests for unreceived/On Order materials and materials in Library Processing/Work Orders throughout the winter recess. Requests received after 3 p.m. on Friday, December 17, 2021, through Sunday, January 2, 2022, will be addressed as soon as possible starting on Monday, January 3, 2022.

Records Management

Retrieval requests for Records Management items must be submitted by 2:00 pm on Thursday, December 16, 2021, for guaranteed delivery by Friday, December 17, 2021. All other requests and those submitted after this time will be delivered starting on January 3, 2022 as normal deliveries resume.

LTS Support

Emergency technical support will be "on call" in the event of any major systems failure. In the event of a Library Systems emergency, call the HUIT 24/7 Operations Desk at (617) 495-7777. Please specify that you are calling about a library system.

If non-emergency communications cannot wait until LTS reopen on January 3, 2022, notify us via the LTS Support Center.

LTS Office Hours and Services

The Library Technology Services will be closed starting at 5pm on Friday, December 17, 2021 through Sunday, January 2, 2022. Regular office hours will resume on Monday, January 3, 2022. Voicemail and support tickets will be collected on business days throughout break. Any urgent messages will receive a response within 24 hours of review.

If you have any questions concerning this schedule, please contact us via the LTS Support Center.