Winter Recess Schedule 2017-2018

- Ask a Librarian
- Get It! Services
- Harvard Depository/ReCAP Requests
- Harvard College Library Special Collections Request System
- Ordered-Received and On-Order Material Requests
- Records Management
- Aleph batch products
- LTS Support
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Ask a Librarian

Ask a Librarian will be suspended from Friday, December 22nd at noon, through Monday, January 1st for the holiday break. Any questions received during this period will be answered beginning Tuesday, January 2nd.

Get It! Services

Harvard Direct, Borrow Direct, Scan and Deliver, and Interlibrary Loan services will be suspended from December 21, 2017 through January 1, 2018. Any requests made during this time will be processed beginning Tuesday, January 2, 2018 in order of receipt.

Harvard Depository/ReCAP Requests

Library Materials:
Requests for library materials must be made by 12:00 p.m. on December 21st to allow Harvard Depository and ReCAP to move material to campus. Requests made after this time will be delivered on January 2, 2018.

Non-Library and External Clients:
Requests for materials must be made by 12:00 p.m. on December 20th to ensure delivery by December 21st. Requests made after this time will be delivered on January 3, 2018.

Harvard College Library Special Collections Request System

Many Harvard Libraries will have limited hours during Winter Recess and January Term. For specific library details, visit Harvard Library Hours.

Special Collections items housed at the Harvard Depository must be requested by 3:00 December 20th for use before the holiday break. Items from the Harvard Depository requested after the 20th may not be delivered until January 3rd.

Imaging Services will be closed from December 22nd at 12pm until January 2nd. Any orders placed during this period will be addressed in early January.

Ordered-Received and On-Order Material Requests

Ordered-Received requests received after 3 p.m. on Thursday, December 21, 2017 through Monday, January 1, 2018 will be fulfilled as soon as possible starting on Tuesday, January 2, 2018.

Urgent On Order requests (those where the “Date needed by” is immediate, or the “Note to Library Staff” indicates urgency) placed after 12pm on Thursday, December 21, 2017 will be fulfilled as soon as possible starting on Tuesday, January 2, 2018.

Records Management

Requests for Records Management items must be submitted by 2:00 pm on Wednesday, December 20th for guaranteed delivery no later than Friday morning, December 22, 2017. Any requests submitted after 2:00 p.m. on Wednesday, December 20th will be delivered starting January 3, 2018 as normal deliveries resume.
Aleph batch products

All Aleph batch products (invoice reports, circulation notices, etc.), are expected to be available at their normal schedules throughout the winter recess.

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) 495-3232. Please specify that you are calling about a library system.

If non-emergency communications cannot wait until LTS reopens on January 2, 2018, leave a voice message at (617) 495-3724 or notify us via the Support Center.

LTS Office Hours and Services

The Library Technology Services will be closed from 12:00 p.m. Friday, December 22 through Monday, January 1. Regular office hours will resume on Tuesday, January 2. Voice and email messages will be collected daily. Any urgent messages will receive a response within 24 hours.

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