



MEMORANDUM

To: All Students

From: Kenneth G. Furton, Provost, and Executive Vice President

Date: April 22, 2020

Re: Return of Library Materials

Dear Panthers,

We hope you are well and safe during these trying times. As the end of semester approaches, and if you are graduating or not enrolled for the summer, we would like to coordinate a process for returning library materials beginning tomorrow April 23rd.

We will have staff at both the Green Library (GL) and Hubert Library (HL) on April 23rd- 24th and April 28th- 30th, from 11 a.m. - 4 p.m. to accept:

1. Laptops
2. Chargers
3. iPads / Tablets
4. Hotspots
5. Miscellaneous tech items

Books may be returned in book drops at GL and HL at any time. The book drops at both libraries are at the building entrances.

For students who are graduating this Spring semester, please note that all library items must be returned and your library account must be cleared before the University releases your diploma. Things to keep in mind:

1. The library buildings remain closed. However, staff will be stationed outside of the buildings in the breezeway (Starbucks entrance) at GL and outside the entrance at HL to accept item returns from 11 a.m. - 4 p.m. April 23rd - 24th and April 28th - 30th.
2. As a safety precaution, please back up any documents, projects, etc. to a cloud drive and/or USB prior to returning these devices.

3. Students who received devices mailed to them via courier, you may return these using the return shipping label that was included. These must be shipped by April 30th.

If you are enrolled in any of the summer 2020 sessions, we will be extending due dates until the time the libraries re-opens and so no action is needed at this time.

If you are unable to return these items on the dates or times above, please respond to Geneviene Diamond at diamondg@fiu.edu. You may also call the number listed below with any questions.

FIU Green Library GL293
Tel. 305-348-4741
diamondg@fiu.edu