

# The Monthly Qi

## What's Happening at Southwest Acupuncture College

*The Monthly Qi* is a one-page Shout out devoted to the seasonal energy of the year.  
Contact Sophia Bungay, Director of Admissions and Alumni and share your *Qi* with us.  
Volume 2, Issue 6, August 2020

### Southwest Acupuncture College Library Service Fall Semester 2020 during the Covid-19 Pandemic

Dear Students, Faculty and Staff:

We know that the library and its resources are important to you, and we want to provide books and other materials in support of your studies during the Fall Semester. In August, we want to retrieve all the books and materials checked-out, and during the Fall Semester we will provide Curbside service for check-out and returns.

#### Return of Books & Other Materials in August

Books and materials can be returned to Boulder on Mondays and Tuesdays 9am to 3pm, and at Santa Fe campus Wednesdays and Thursdays from 9am to 3pm during August. See returning of books protocol below. If you cannot return the books on these days and times, contact the librarian to make an appointment. The Library in Santa Fe is in Building D and it is the last door to the right.

#### Curbside Service Checking-out & Checking-in Materials

Beginning on Tuesday September 8, Curbside Service to Check-out and Check-in books and materials will be available. The days and hours for Boulder are Mondays and Tuesdays from 9am to 3pm and for Santa Fe it will be Wednesdays and Thursdays from 9am to 3pm.

To check out books and other materials:

- Students, faculty and staff should place a HOLD on books and material through Populi.
- The librarian will email if the materials are available and arrange a time when they can be picked up.
- Your books and materials will be placed on the cart outside the library door and will have your name on them. Email the librarian when you have retrieved your books.

To return books and other materials:

- Email the librarian when you will be returning them. (Santa Fe: [librarians@acupuncturecollege.edu](mailto:librarians@acupuncturecollege.edu) and Boulder: [librarianb@acupuncturecollege.edu](mailto:librarianb@acupuncturecollege.edu))
- Leave your books and material on the cart outside the library and call the librarian as you leave so someone can retrieve what you returned.
- The Carts will be cleaned after each delivery or pick-up and the books and materials will be isolated for 72 hours (3 days) before they are returned to the shelf.

We are glad to offer this library service and look forward to seeing you again when we can reopen.

