

Library Reopening After COVID-19 Closure: What Will It Look Like?

Summer Library Hours

9 am to 5 pm seven days per week. Subject to evaluation based on usage stats and feedback. We will reevaluate for fall semester.

Library Access

Students will swipe ID cards to enter the library.

Safety

Physical distancing will be maintained in all areas.

Masks will be worn in all areas of the building and library in accordance with school policy.

Plexiglas sneeze guards have been installed at the Circulation Desk and the Reference Desk.

Physical Distancing/Seating Arrangements

Floor decals will be placed at six-foot intervals in front of the Circulation Desk, Reference Desk, and any other area where students would queue.

Only tables will be available for use over the summer. The use of carrels and study rooms will be evaluated for fall.

Tables will be repositioned against walls where possible and all but one chair will be removed from each. Some tables will be removed or access will be blocked

Tables will each be prominently marked with a number for tracking purposes.

Reservation Procedure

Upon entry into the main library door, students will immediately proceed to the Circulation Desk where staff will sign them in by name on a custom spreadsheet (which will include name, student ID, time in/out and table number);

Staff will direct students to open areas/tables using a floor plan and the spreadsheet information about which tables were in use; students will proceed to the indicated area and self-select a table;

Staff will perform frequent headcounts, recording each student's table number on the spreadsheet;

Upon exit, students will check out with staff, who will record their time out on the spreadsheet.

Library staff has created a floor plan that includes all available tables.

Cleaning & Disinfecting

To minimize the area to be cleaned, we will close all study rooms, close the Collaborative Classroom, block access to carrel areas, and close the Lower Level to studying.

Facilities will be deep cleaning the entire library at night and cleaning common/high traffic areas at regularly scheduled intervals during the day.

Tables

After students have been signed out of the library, staff will wipe down the table they were using.

Common Areas

Restrooms: Facilities will clean according to an accelerated schedule.

Copy/printer room: access will be limited to one person at a time; library staff will wipe down after each use.

Hand Sanitizing Stations

Hand sanitizer dispensers will be located outside the library entrance and available throughout the library.

Materials

Regular Catalog

Materials will circulate normally.

Books used within the library should be placed on a cart and not be reshelfed by students; staff will quarantine before shelving.

Reserve Materials

Can be checked out and used in the library; staff will quarantine before reshelving.

If possible, a different copy will be checked out to the next patron.

Returns

We have purchased an outdoor book drop to facilitate contactless returns.

All returned books will be quarantined by library staff before reshelving.

Questions? Please contact [Lisa Heidenreich](#), Library Director.