

Bailey Library Contingency of Operations Plan for Fall 2020

I. Purpose

The purpose for this plan is to respond to the current respiratory disease outbreak, named “SARS-COVID-19” or COVID-19”, which infiltrated the United States back in January 2020, and is now present in all states. The University is following CDC, and state and local guidelines for mitigating and responding to this highly infectious outbreak. Information for all SRU faculty and staff can be found here: <https://www.sru.edu/covid19/index.html>

This plan represents a commitment to provide library services to the SRU community in the most safe and effective way, and to keep the continuity of library operation to ensure critical functions are met.

Note that local and national situations can quickly change, and plans may need to be revised.

II. Communication and Coordination

The library has formulated this plan under the guidance of the Office of Emergency Management at Slippery Rock University. We will continue to work with University authorities to provide the latest and best practices available for effective outcomes.

To inform staff and faculty, the library will

- Keep all informed via email, and place plans and guidance on library’s SharePoint (Under Bailey Library Team documents – Library Organization – Library Administration- Library Re-Opening & Mitigation Plans).
- Invite questions from library employees regarding plans, and welcome suggestions or concerns.
- Respond to questions, concerns, or comments as soon as possible.

To inform the SRU community, the library will:

- Post relevant information and changes to operations on its web pages, LibGuides, social media, and possibly internal signage.
- Respond to questions, or concerns from SRU community as soon as possible.
- If necessary, work with SRU Communication office to quickly communicate to all faculty, staff and students.

III. Library Operations

Bailey Library desires a balance, responsible approach to its operations following all SRU guidance and protocols. Possible significant changes to our physical library, and potential disruption of the library’s operations, have, and continue to be expected. All considerations to minimize negative impacts will be attempted.

Library hours of operation will need to be reduced. Hours of operation will be: Sunday – Noon to 8:00 p.m.; Monday – Thursday 7:30 a.m. to 8:00 p.m.; Friday – 7:30 a.m. to 4:30 p.m.; Saturday - CLOSED

The following measures will be taken to provide a much of continuity of operations as possible, while offering a safe and sanitary facility for the completion of academic work by students, and a working environment for the library faculty and staff. Bailey Library emphasizes individual responsibility for staying healthy and well and the preventing the spread of the virus.

Social Distancing Considerations:

- Directional flow of traffic: Establish one-way traffic patterns, including staircases, to reduce patrons passing one another. (These will be indicated with floor markings and floor stand signs.)
- Signage to reinforce safe practices (Multitude of signs including: Mask wearing, Handwashing, Social Distancing Guidelines, Elevator capacity, Room Capacity Numbers, and COVID-19 General Guidelines)
- Floor markings and directional or “stand here” signage for all floors
- Place tables in front of Circulation desk to create 6-foot (depth) barrier for transactions and provide counter top plexi-glass barriers (also have these available for the 3 other service point desks for the student workers)
- Reconfigure computer layout to increase distance between computers
- Reduce seating to increase distance between seats. Storage areas for seating removed from 2nd and 3rd floors will be: MPR area on 1st floor, Government Documents room on ground floor, and Rock Resource Room on 2nd floor.
- Limit study group sizes (removed and distanced seating will enable this)
- Reduce use of library for printing (digital submission of work required)
- Limit building/room occupancy including restrooms (Library has floor plan maps occupancy numbers for each room/department space)

Cleaning/Sanitizing & Mitigation Considerations:

- Provide for safe and sanitary use of computers via multiple students (as well as student workers) by offering disposable plastic covers for keyboards and mice, in addition to wipe-down cleaning as often as possible.
- Reduce hours (dependent upon availability of custodial staff for cleaning)
- Wall hand sanitizer dispensers to be installed throughout the library, on all 3 floors

- Eliminate lending materials too difficult to clean (whiteboard markers, charging stations & cords, etc.)
- To maintain the health and safety of library users, student workers, and library employees, eating/drinking is currently restricted throughout the library EXCEPT in the 1st Floor Vending Room space. Library employees will be eating and drinking only in their individual office spaces. Bottled water is permissible, but face masks must be kept on between taking sips.
- Controlled access to all library physical materials on the 2nd and 3rd floors (the 3rd floor of the library will be for scheduled/appointment use only)
- Quarantine all returned library materials for set designated period of time (4 days, based on recent studies)
- Cleaning supplies for general population – Most effective & reasonable seems to be spray bottles with disinfectant, and provide gloves, and paper towels. These will be located on “Sanitation Stations” throughout the library.

Student Learning Assistance & Library Services:

- Assist students virtually via Chat, Zoom, or online appointments
- Continue to provide and ensure access to online e-resources, and consider digital resources and other media when making acquisition purchases.
- Use 3rd floor space for tutoring (tables with plexiglass) if required – utilize large # of whiteboards, and special consideration needs.
- Re-purpose group learning spaces, possibly individual learning spaces, and some areas up on the 3rd floor, for individual students to schedule for use of connecting to online class, or to provide accommodation for special needs. We will set up desktop computers in those areas that have data ports, and provide webcams.
- Close all book stacks - retrieval of books and other library materials by library staff or student workers
- Establish easy, online material request for library users (how-to video will be created and then pushed out on libguides, and social media.
- Provide a video tour of the library to be posted on social media and library webpage to highlight changes and options available for students

- Library laptops will be used by IATS for students and faculty needing computers
- Provide trainings through the TLC for students on topics like Zoom, D2L, and other student technology learning needs in coordination with the Student Academic Support committee, especially during the week of WOW but also throughout the fall semester.