



## Ways Public Libraries May Support Other Government Units and Nongovernmental Organizations during Extended/Indefinite Closure

This is a WORKING DOCUMENT that a library may download and customize to its unique situation. Every community and every library's situation is different.

Before supporting other organizations, ILF recommends reviewing the five phases of closure to reopening. If a library is early in phase 1 or 2, it may be premature to assist other units. ILF also recommends completing the ASSESSMENT of library resources and DETERMINATION of ESSENTIAL services. Understanding library resources, assets, and needs will determine availability to support other units of government and nongovernmental organizations (NGOs, a.k.a. nonprofits). The information provided is based on Public Library Director Networking and Sharing meetings facilitated by Indiana Library Federation.

Local agreements may be made with little formality, or may exercise an employee interchange program under [IC 5-10-7](#), also referenced in [ISL memo from 3/30/20](#).

Information is being updated and posted at [www.ilfonline.org/page/covid-19](http://www.ilfonline.org/page/covid-19). Last updated 4/6/2020

### Working brainstormed list of ideas

#### Assets for sharing:

- Wi-Fi beyond walls
- Office space
- Parking lot for staging area
- Closed library for Blood Drive or food distribution or medical supplies or testing
- Study rooms for local unit staff
- Laptops and computer access
- Software subscriptions (i.e. Zoom)
- Technology (cameras, video recording, studio)
- Website, social media
- Broad customer base
- Community trust
- Makerspace equipment

- Document management, organization, digitization
- eResources – Not only to post these but to help people understand how to use through Ask-a-Librarian, instructional videos and media coverage

#### Personnel:

- Public facing staff with strong customer service skills could help with Ask-a-librarian, questions about Census, May 10 property tax processing, unemployment and eligibility benefit applications
- Information Technology staff to help others understand cybersecurity with remote work
- Librarians could help with Small Business Administration loan apps
- Administration can help with coordinating community response

#### Specific Expertise:

- Instructing or coaching on technology for local unit staff or elected/appointed officials how to operate

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## Specific Samples from

**Many libraries are using their 3-D printers to print face shields and sewing machines to make face masks.**

**Adams County Public Library** – Using its **3-D printers to supply hospital with protective visor**. Here is one that our local hospital found that is quick to print and does not require a band or elastic to put on. Look for the North American version of it on the site. <https://3dverkstan.se/protective-visor/> - Thanks to Rich Weiland

**Vigo County Public County** - Haute Create shared this info from the NIH came out with approved (tested and passed) designs for **3D printed masks** using PLA: <https://3dprint.nih.gov/discover/3dpx-013238>

Also Nation of Makers has been compiling a **list of resources for those makers** who wish to contribute during the pandemic. This includes using sewing machines, laser cutters and 3D printers.

[https://docs.google.com/document/u/0/d/11ToBl0\\_OZ7Xe9ZJXq9P4AZXCWA8pxpoBNuatH8E2Oqk/mobilebasic?fbclid=IwAR2GLS2Nr5SwBbX4gcmYhXxL4YMwY5j-D5qSuElx72d3SaSVwQoZpAQ0Xpo](https://docs.google.com/document/u/0/d/11ToBl0_OZ7Xe9ZJXq9P4AZXCWA8pxpoBNuatH8E2Oqk/mobilebasic?fbclid=IwAR2GLS2Nr5SwBbX4gcmYhXxL4YMwY5j-D5qSuElx72d3SaSVwQoZpAQ0Xpo)

Thanks to Bonnie McNair

**The Floyd County Public Library** set up a **call center** in their big meeting room to assist the **County Health Department** with calls.



Indiana Library Federation WORKING document about ways to help other units of government and nongovernmental or nonprofit organizations during physical library closure to public.

**Oakland City PL** – is a site for senior food distribution; working to find ways to continue program.

**Pulaski County Public Library**, in an effort to support other local units of government, is:

- providing **extra laptops to elected officials** to use for remote public meetings; **allowing use of the library's zoom account** to agencies in need of such remote meetings (township trustees, health department, etc.)
- PCPL board approved staff to provide **support services to our local health department, FEMA, and hospital, and to share our equipment** as needed.
- **Unused iPads** were given to our local hospital for them to use as needed. This service was also offered to local nursing homes so residents may have visitors. (The institutions set-up an apple id for Facetime)