

**Health, Safety, & Reopening Plans Virtual Discussion Notes**  
**Wednesday, June 3, 2020**

**HEALTH & SAFETY ENHANCEMENTS FOR STAFF**

*Reconfiguring Open Workspaces*

- Denver is working to determine if there are additional open spaces that can be converted for staff who currently reside in open office space.

*Staff Work-from-Home & Staggered Shifts*

- Multiple libraries reported not allowing more than two people in any one space at a time
- NIU is using Office 365 to coordinate when staff will be in the building to abide by regulations
- NIU (University) is encouraging staff to work from home if at all possible until at least July 31

*Staff Personal Protective Equipment*

- NIU is providing all employees with two reusable masks, spaces/departments with hand sanitizer and disinfecting spray. Departments are responsible for bearing the cost of installing Plexiglas dividers

**HEALTH & SAFETY ENHANCEMENTS FOR PATRONS**

*Library Materials*

- Those responding indicated a plan to quarantine materials for between 24 and 72 hours.
- Some libraries are awaiting further guidance from organizations/medical professional/researchers
  - OCLC, IMLS, and Battelle are conducting research on coronavirus on library materials and plan to release a report by the end of the month.
  - More information about the REALM can be found here:  
<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

*Course Reserves & Short-Term Checkouts*

- Drexel is considering Fair Use for course reserve reading if it can be allowed for a limited time.
- Denver is determining how to set up open reserves, looking at course reserves, and working with vendors to determine if they have online casebook options that are feasible.
- BU will not be circulating high-touch items like headphones and is considering purchasing multiple copies of high-demand materials so that they can allow a longer quarantine period.
- UNH is considering a “no circulation” fall semester

*Patron Personal Protective Equipment/Masks*

- Some libraries are in states or cities that have mask requirements or regulations.
- Duquesne has developed university-wide a student code of conduct that indicates that repeat offenders will not be allowed on campus and must take classes online.
- Multiple libraries reported that the law school student honor codes are being updated to reflect the need for masks.
- Enforcement of mask policies
  - Several expressed concern over libraries’ ability to enforce mask policies.
  - Drexel is planning to have public safety/security help enforce rules and policies.

- NIU is planning to ask those who will not comply with mask mandates to leave.
- Denver will have a small supply of disposable masks in reserve, but made note of the fact that they cannot provide a mask to every patron due to costs.

#### *Seat Reservations*

- LibCal
  - Denver will be using LibCal to do a seat reservation system; they have already been using it for booking classroom space.
  - Cardozo has also been using LibCal for study room reservations
  - Suffolk shared that Springshare has indicated that are working on enhancements for LibCal that will be better suited to seat reservations versus room reservations that should be available in 3-4 weeks. They have not yet released the cost.
  - LibCal plans include having students use a QR code to check in and out of a seat; the system would store the information and allow for contact tracing if needed.
- NIU is using bookings in Office 365 and then creating a QR code
- A Fordham professor suggested adapting GSuite, but there are concerns about the length of time to train and program.
- USF indicated that seat reservations will likely be assigned for the semester, with the ability to do contact tracing; the university is unlikely to be fully-open in the fall semester.
- Fordham law school plans to make other study spaces available beyond the library, but using the seat reservation system will prevent students from taking the stairwells to the library to be turned away.
- Several libraries noted that reserved seats would be for a limited amount of time.
- Additional libraries indicated they are considering assigning carrels for the full semester.

#### *Lockers/Boxes*

- UC Hastings is purchasing smart lockers similar to those used for Amazon pick-ups. They will be placed in the lobby of the building for patrons who do not want to come into the library located on the 4<sup>th</sup> & 5<sup>th</sup> floors of the building.
- McGeorge is planning for a high-flex (choosing to be online or on campus) fall; the lockers will allow online students access to materials with no contact.
- Smart locker companies
  - UC Hastings has purchased lockers from Southwest Solutions.
  - McGeorge has received bids from Southwest Solutions and Scottech. Both vendors gave an earliest delivery date of August.

### **LIBRARY SPACE & SERVICE ADJUSTMENTS**

#### *Library capacity*

- McGeorge does not plan to do a seat reservation system, instead choosing to have the appropriate number of chairs and letting the market control the number of students in the library.
- Denver has discussed using student assistants to count patrons; they would also have a sign-in/sign-out.
- Columbia will most likely be at 30% capacity when reopened.
- Many libraries indicated they will likely reopen with severely limited capacity.

#### *Seating adjustments*

- Removing Seating
  - UNI will be removing furniture from the library, hoping to store it in areas of the law school that are closed, such as the student lounge.
  - UNH, Albany will be removing chairs from the library/study rooms.
- Blocking seating
  - UGA is tying wide ribbons around chairs so that patrons are unable to sit in them.
  - Texas A&M is blocking seating and posting signage so there is only one person per table. They have not closed, and are currently open to bar studiers; all are abiding by the policies.
  - Facilities at Denver are providing stickers and tape to block seating. Tables have been moved to 6 ft. apart and public access terminals have been taped off as there will be no public in the library.
- Creating barriers
  - FAMU is removing half of the seats from long tables and placing a divider running the width to create two spaces.
  - Suffolk is placing furniture to act as barriers and ensure social distancing.
  - Various libraries noted compliance with ADA in creating barriers.

#### *Facilities Changes*

- Multiple libraries reported working with facilities departments to put additional social distancing measures in place.
- Multiple libraries reported leaving all non-fire doors open, installing toe pulls for doors that must be kept closed, and installing touchless doors.
- NIU plans to convert all restrooms to single-use to avoid contact and proximity.

#### *Closing Stacks*

- UNH plans to close the stacks, blocking access with tape, but allowing patrons to move through to study areas.
- Yale plans to close stacks to students and faculty

#### *Non-Circulating Semester*

- UNH is looking at a non-circulating semester, they would also look into scanning and delivery options if they choose this path.
- Denver briefly discussed this, but they are not sure if it is possible. They will likely wait until the University library puts policies in place.

## **REOPENING**

#### *Patron Groups in Phases*

- FAMU also serves as the county law library, so they must reopen to faculty, students, and the public.
- Albany plans to open early for only grads studying for the bar exam.
- Denver and NIU are prioritizing 1L in-person experiences.
- Many indicated they will only be allowing current students/faculty in the library at the start.
- Yale does not plan to reopen to the public at this point, and will primarily have contactless services.

#### *Restricting Access*

- Fordham will likely restrict to only current students, and postpone any other consortial arrangements they had in place before.

*Bar Prep*

- Albany plans to open early for only grads studying for the bar exam.
- Fordham is considering how to allow both grads studying for the bar and current students in the library at the same time with the date push-back for the NY bar exam.
- The library at Denver is closed to bar studiers, but they are looking at options within the university for study space.

*Other Considerations*

- Fordham indicated that many students will be taking online courses in the fall, but may have interest in studying/watching classes in the library due to limited space in NYC apartments.