

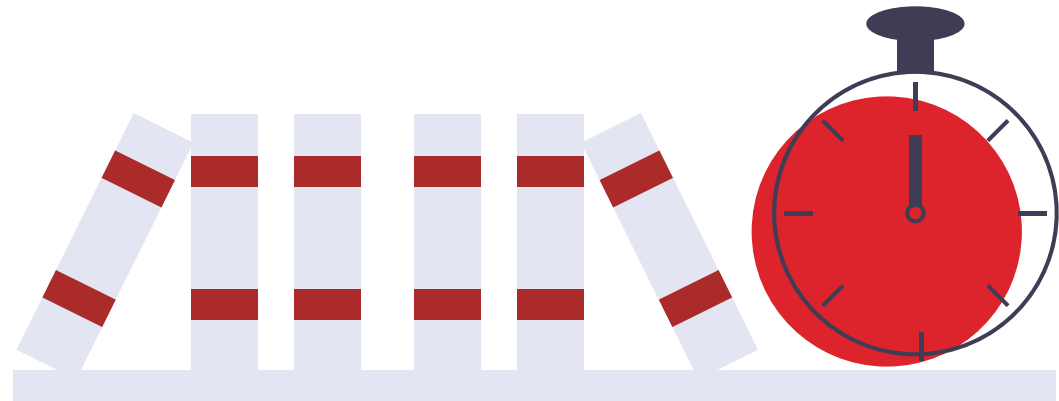
# **UNIVERSITY LIBRARIES REOPENING KIT**

**ENG**

**Please Wear Your Mask in the Library  
Keep Your Distance for Your Health**



# Working Hours During Covid-19 Pandemic



**Weekdays:**

**Weekend:**

**< 1.5 Meter >  
Keep Distance**



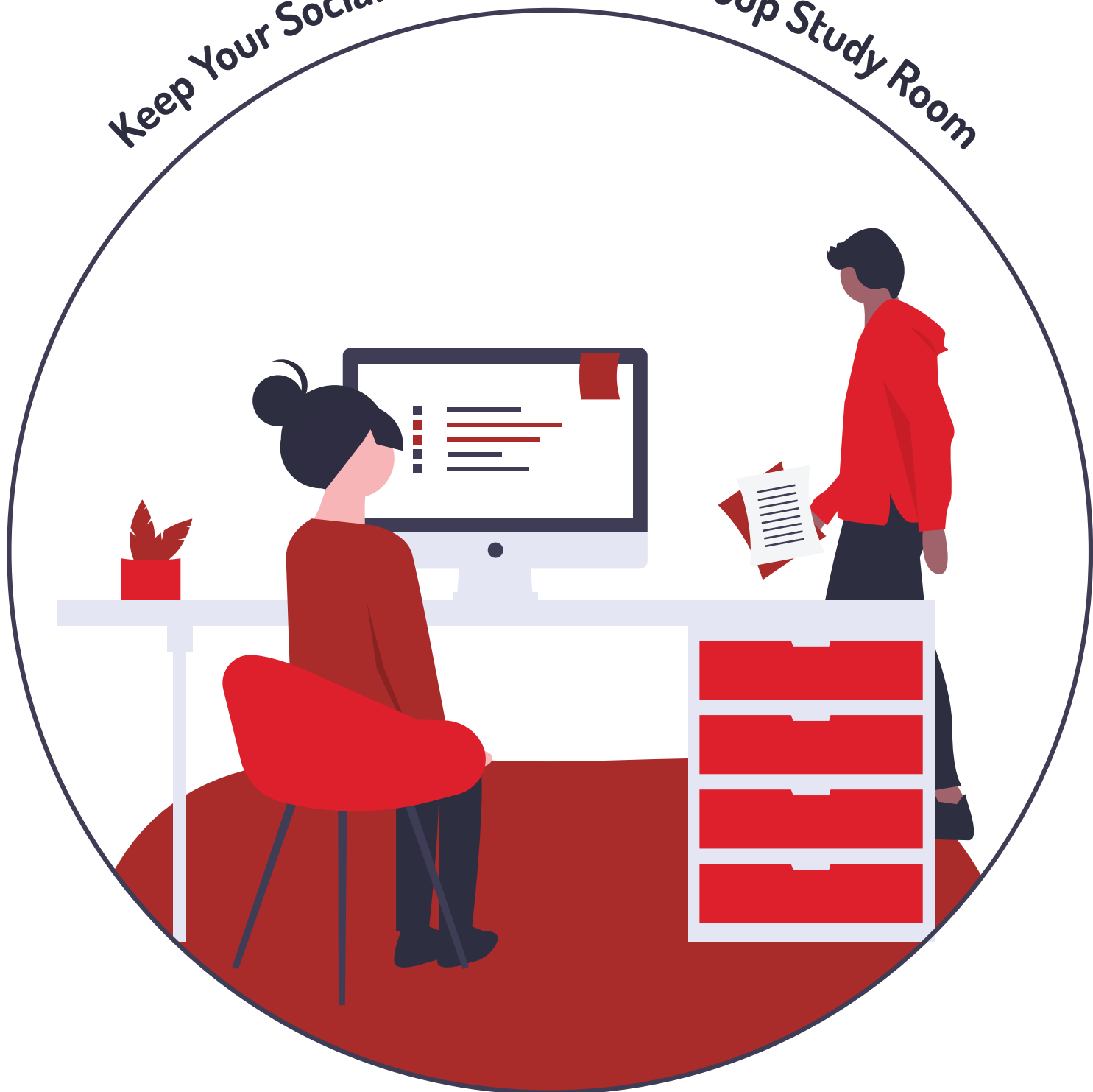
# HAND SANITIZER



Wash Your Hands for **20 SEC**  
for Your Health



Keep Your Social Distance in the Group Study Room



**PLEASE DO NOT USE**





**Pick Only the Books You Need  
Do Not Put Them Back on the Shelf  
Borrow or Leave Them at the Table**



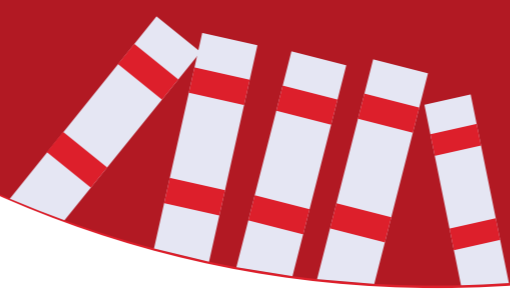
**If You Feel Your Fever Rises You Should  
Contact to the University Infirmary**

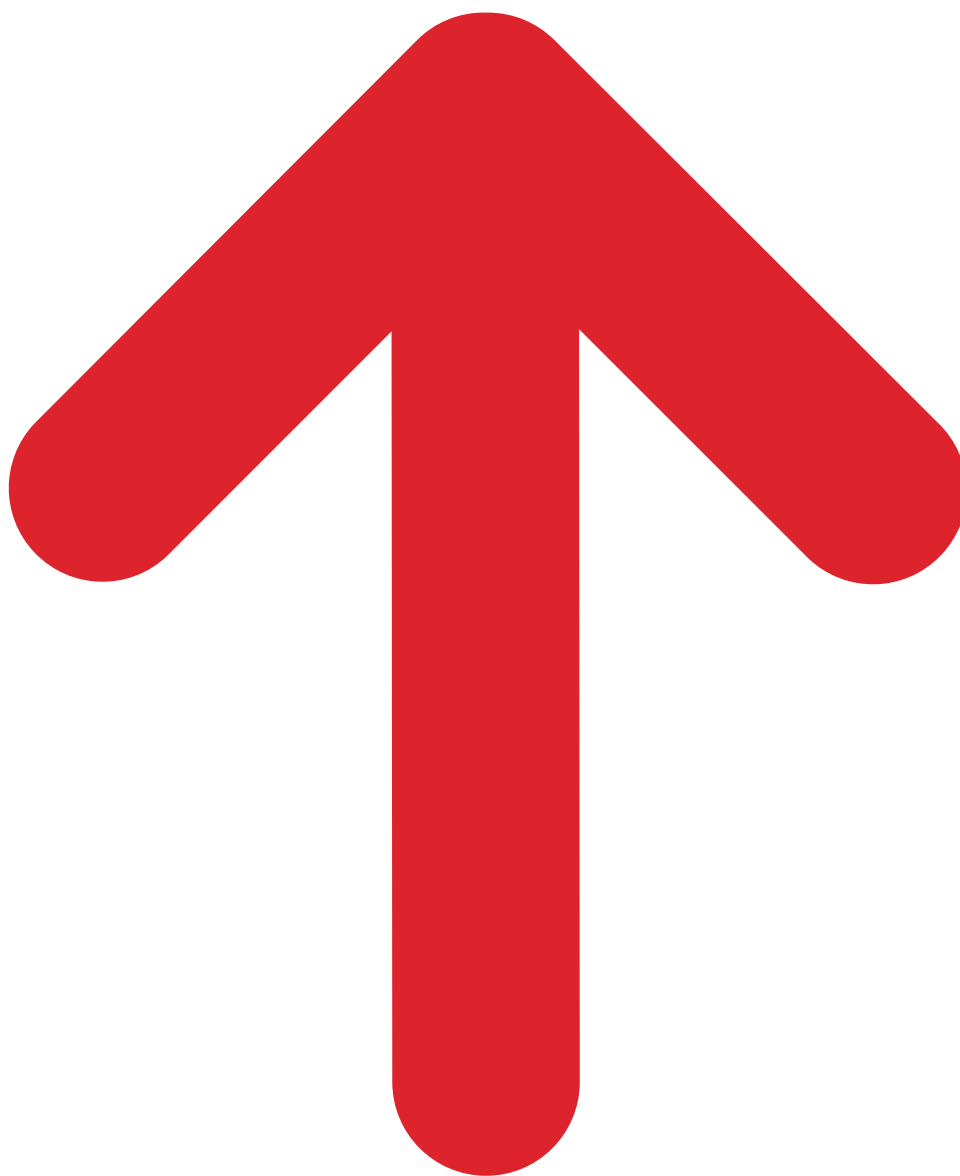


Keep Your Social Distance



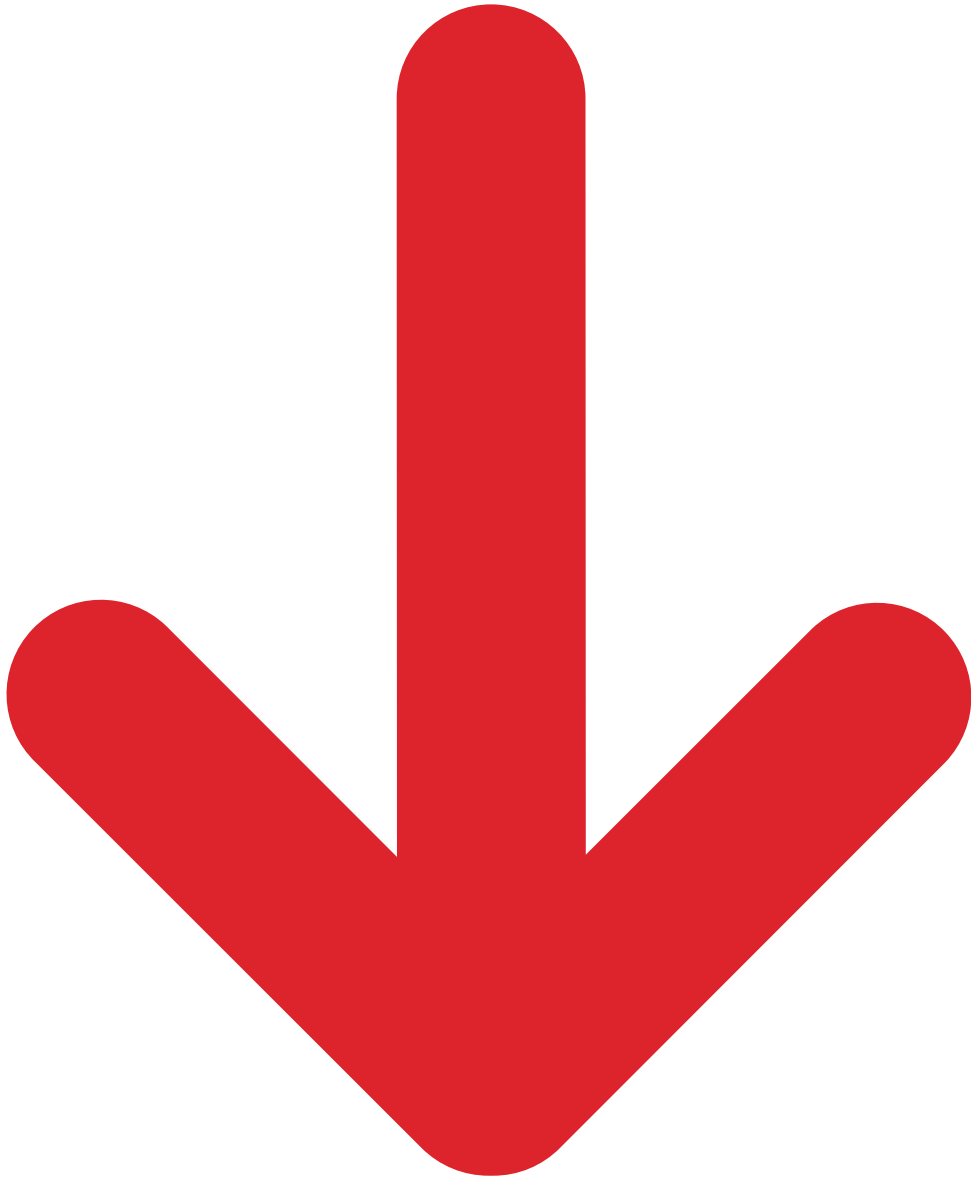
1.5 Meter



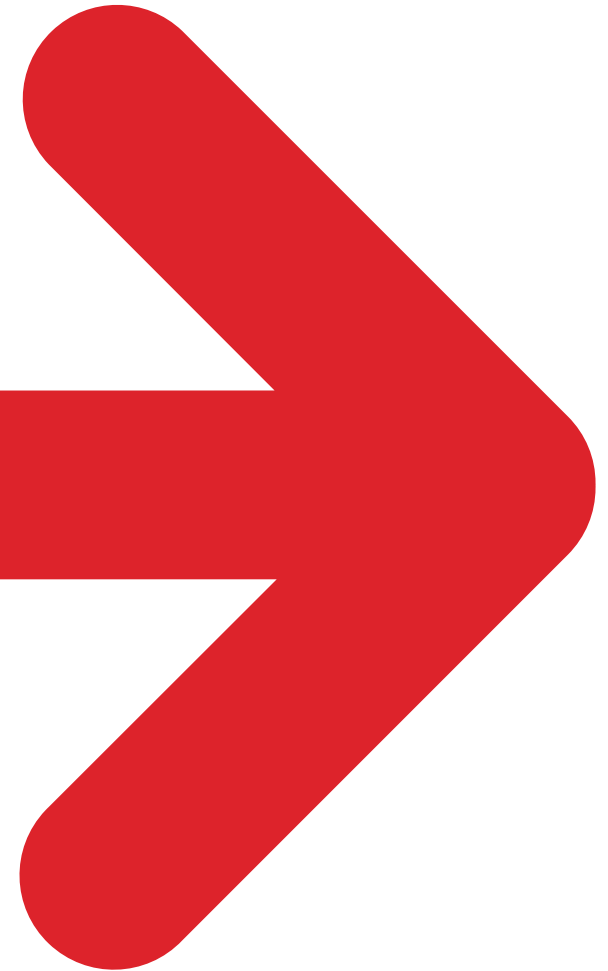


**Hand Sanitizer**

**Hand Sanitizer**



**Hand Sanitizer**





**Hand**

**Sanitizer**

DURING PANDEMIC

# WARNING

## SOCIAL DISTANCE



Keep your social distance in the library

## MASK



Please wear a mask in all spaces of the library

## HYGIENE



Use the hand sanitizer in the library

## WORK HOUR



Library working hours during Covid-19 pandemic

Weekdays:

Weekend:





DURING PANDEMIC



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Library working hours during Covid-19 pandemic

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# CHECKLIST FOR REOPENING LIBRARIES



Libraries reopening, the details will need to be carefully planned by library managers to mitigate any remaining risks for staff and library users. Reopening will not mean going back to the way things were pre-COVID-19; it will mean putting in place the “new normal” approach to library services. For this purpose, necessary images have been designed for libraries to use.

# CHECKLIST



## PLANNING

- Risk assessment,
- Operations and communications plans,
- Timeline and phasing (easing of lockdown, partial reopening, full reopening),
- Shift work to reduce the number of staff in the library,
- Reintroduce live large group programs and events as the final phase,
- Review 2020-2021 budget including balance of investment in print and eresources,



## COMMUNICATIONS

- Guidelines and training for staff,
- Media alert through organisation's media team, (e-mail, social media, webinars vb.)
- Be prepared for increased phone and email enquiries during the reopening phases,
- Notification of services available, (English and LOTE)



## SOCIAL DISTANCING MEASURES

- Signage promoting social distancing (English and LOTE),
- Floor marking,
- Rearrange furniture,
- Separate entrance and exit,
- Limited opening hours,
- Limited period of time in the library,
- Limit numbers for face-to-face activities,



# CHECKLIST



## SAFETY PRECAUTIONS

- Work Health and Safety risk assessment to identify high risk areas,
- Cleaning schedule with focus on priority areas including shared devices and materials,
- Availability of wipes and sanitiser for staff and public use,
- Quarantine and/or sanitise returned items,



## STAFF SUPPORT

- Shift work to reduce the number of staff in the library,
- Provide a separate entrance and exit to the space,
- Install screens where social distancing measure are less effective,
- Promote use of self-check stations, where available,
- Mark out the distance from the main service points, to minimise face-to-face interaction,
- Reopen library buildings and restart mobile library service (if offered),



## COMMUNITY SUPPORT

- Extended loan periods,
- Automatic and repeated loan renewals,
- Waiving of fines,



# REOPENING THE LIBRARY – WHAT IS SAFE?



It will be up to the library's organisation, as advised by the authorities, to determine when the library is deemed safe to reopen. This may be dependent on local circumstances, such as the prevalence of community transmission of COVID-19, and the judgement of the relevant state or territory's Chief Medical Officer. Once the library is declared safe to reopen, there are important guidelines to consider in managing the safety of staff and visitors to the library:

## PHYSICAL DISTANCING

- Maintain at least 1.5 metres distance between people,
- Rearrange furniture and computer facilities,
- Provide a separate entrance and exit to the space,
- Mark out the distance from the main service points, to minimise face-to-face interaction,
- Ask people who are feeling unwell to stay away from the library,
- Limit the usage of the space to one person per 4 square metres,
- Calculate the area of the public floor space. Divide the area by four. Limit the number of people in the space (including staff) to this number,
- Set up a safe queueing space outside the library – marking every 1.5 metres on the ground,

## SAFE HANDLING OF PHYSICAL MATERIALS

- Wear gloves when moving collections into quarantine and remove them immediately afterwards,
- Ask visitors to use self-checkout machines to minimise the exchange of physical items,
- Avoid handling cash or credit cards – use 'tap and go' if receiving payments,

## SANITISING OBJECTS AND SURFACES

- Provide hand sanitiser and/or alcohol-based soap for staff and visitors,
- Clean and disinfect computer equipment between uses,
- Avoid the sharing of close-contact equipment such as headphones and VR headsets,

# REOPENING THE LIBRARY - WHAT IS SAFE?



## QUARANTINING AND SANITISING COLLECTIONS

- For paper-based products, leave books untouched in a dedicated quarantine area for a 72-hour period prior to handling and recirculating. Sanitising books with liquid disinfectants can damage books and is not recommended,
- For DVDs or other materials with plastic covers, wipe them down with alcohol wipes,
- Clean and disinfect hard, high-touch surfaces, such as railings, doorknobs, faucets, light switches, at least once a day – more often if possible,



\*This information is based on recommendations from the Australian Library and Information Association.