



COVID-19 GUIDANCE – Library

TRAVELLING TO AND FROM WORK

Permanent staff to work from home two days per week on a rota basis during Michaelmas term, to reduce use of public transport.

Invigilators living within walking distance of or resident in College to be employed where possible.

LIBRARY SPACE

The number of readers will be limited in order to maintain 2m social distancing.

Study seats and desks to be arranged to ensure 2m social distancing is achieved.

A reading room booking system will be in place.

Readers to clear their desks of books and sanitise it at the end of their session.

Photocopier in the Porch to be used to scan and send or print only if possible, to shorten usage times.

LIBRARY SERVICE

There will be a phased re-opening of Library services from mid-September. Details to be communicated to students and Fellows.

Face to face assistance to be reduced to a minimum by use of pre-recorded induction video for students and encouragement of enquiries by email and phone where possible.

Books will not be issued via the desk. Instead, a 'Click and Collect' system will be in place to reduce person to person contact.

Students to return books to designated crate or trolley.

Books to be re-shelved only after 72 hours in quarantine. Re-shelving during quiet periods only.

No book browsing is allowed in the Library. Only staff can fetch and re-shelve books

HYGIENE

A Perspex screen will be installed at the issue desk.

Face coverings to be worn by staff and readers.

Staff to wear gloves when handling books.

Hand sanitiser stations will be available throughout the Library, together with washing facilities in the Porch.

Hand dryers will be replaced by paper towel dispensers.

Signage will be present to remind staff and readers to maintain good hygiene standards.

Cleaning materials and hand sanitiser will be present on the issue desk and Librarian's desk to enable users to clean the desk, keyboard and other touch points at the start and end of shifts.

Personal protective equipment for staff will be provided for staff as appropriate.