

The background features a large, faint watermark of the Wisconsin State Law Library logo. The logo is circular and contains the text "Wisconsin State Law Library" around the top and "Est. 1836" at the bottom. In the center is a stylized floral or sunburst emblem.

Sharing Best Practices for Reopening Special Libraries

About our Libraries

Comprised of three libraries

David T. Prosser Jr. Library

Dane County Law Library

Milwaukee County Law Library

Serve

Wisconsin Court System

Attorneys

Government officials and employees at
every level

Public, including self-represented



Service is our Mission

- Able to provide many of our services while working remotely
- Need for access to print collection and librarians to work in-the-library
- Increasing demand from those we serve
 - Benefits of the reference interview



Working in the Library

1. Stay home when you are sick
2. Cover coughs and sneezes
3. Use hand sanitizer and frequently wash hands
4. Avoid touching your face
5. Wear a mask in shared spaces such as stacks, break room, hallways, and restrooms
6. Work at your own workstation or assigned work area. Avoid using shared computers and equipment
7. Disinfect shared equipment, desks, and counters after use
8. Wear a mask when interacting with others
9. Keep a 6 foot distance between yourself and others
10. Use Skype, email, phone, & more to limit in-person meetings
11. Knock before entering a shared space
12. Enter and exit through the second floor only (main doors and training room hallway)
13. Follow book quarantine procedures
14. Share health and safety concerns with your supervisor

Materials handled by processors and filers may be added to the quarantine area shelves without counting use.

A similar two week shelving system is located on the third floor, and will primarily house items that have been processed and are waiting to be shelved. Check both these locations when searching for a book.

When using an item on a quarantine shelf, sanitize your hands before pulling the item from the shelf. When finished, place the item on the current day's quarantine shelf instead. Sanitize hands.

Below: Circulation desk two week quarantine shelves; Third floor two week quarantine shelves



Flexible and Adaptable

- Creativity in our services
 - Coordination with Legal Clinics
 - Circ by Mail
 - Curbside pickup
- Rethink work spaces
 - Closed stacks
 - Discontinue use of shared desks and offices
- Plan to Re-plan



4:10 Scheduling

- Two teams rotate a weekly schedule
 - Team Blue and Team Red
- 4 days of work in-library
 - Monday - Thursday
- Opportunity for high risk individuals to work in office, if necessary
 - Friday
 - Closed to the public
- Sheltering period of 10 days
 - Work remotely
- Team member develops symptoms
 - Time for testing and results
 - Positive: team quarantined for two weeks
- Benefits of such a plan
 - Reduce potential exposure and community spread
 - Does not allow for modification from week to week
 - Leadership coverage each week
 - Continuity of Service



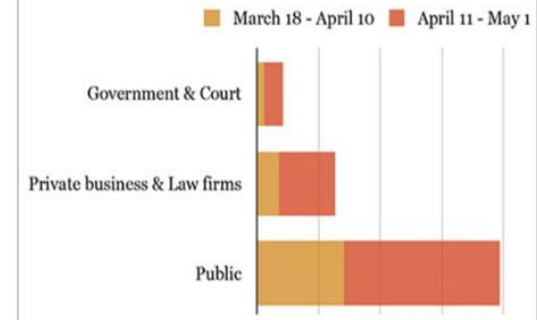
Network and Communicate

- Management
- Facilities and Maintenance
- Neighbors in the Office
- Staff
- Library Users

Service is our Mission - Amy Crowder

The questions people ask our reference librarians provide a snapshot of the law-related issues that are affecting people throughout the state. Topics include child custody, guardianship, parental rights, and divorce; evictions, foreclosure, and housing; employment and unemployment; small claims; firearms; and restraining orders. During this time, please know that our library staff continue to answer requests for information, forms, materials, legal research, and referrals to help you focus on these issues. You may send your questions using the [Ask a Librarian](#) form on our website or send an email to wsl.ref@wicourts.gov.

Reference Help by Type of User



Library staff will scan and email materials from our print collection such as older statutes, briefs, Supreme Court orders, and jury instructions. We can locate and email sections from legal practice books or, if you are unsure, send you the table of contents or index to help pinpoint the sections you need.

Connect to a Legal Assistance Organization

Reference librarians connect self-represented users to legal assistance clinics and organizations throughout the state. Legal clinic services have changed over the past few months. Some have transitioned to providing services via websites while others give you the option to speak with a legal clinic attorney on the phone. During the current health emergency, the State Law Library has partnered with legal assistance clinics to provide statewide help to people seeking answers in small claims and family law matters. To connect with these clinics, send us a request through our [Ask a Librarian](#) form or send an email to wsl.ref@wicourts.gov.

Borrow by Mail

You have probably heard that some public libraries are offering curbside pick-up. We also know that many of you rely on the library's print collection. The David T. Prosser Jr. Library will be offering our own take on this service. Since we do not have a convenient parking lot to manage this service, we will deliver the books to your door via UPS. We are slashing our normal Borrow by Mail service

Caring, Compassion, and Communication

- Staff
 - Be prepared for mixed feelings
 - Provide time to acclimate
 - Cross-training
- Management and HR
- Library Users

We're all in this Together



Sources

- [WI Public Libraries Reopening Guide](#)
 - [At-a-Glance](#)
- [SCLS COVID-19 Resources](#)
- [MN State Law Library](#) and other Law Libraries
 - [Guidelines for Visiting the State Law Library](#)
 - Appointment system
- Numerous webinars
 - Dr. Navsaria, [COVID-19: Safety Tips for Reopening Your Library](#)
 - [WebJunction](#)
- [REALM](#)
 - OCLC, Institute of Museum and Library Services, and Batelle
- [WI Court System's COVID-19 Task Force](#)
 - [WisconsinEye](#)

