

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**

Tips for Using the Library

Version 1.1 Change Log

- New section: Moving around the library
- New information about filing large sets
- Mask update: please do not use masks with a one way valve
- Added filing and reference information into this document

Break Room

Use the break room only for storing, gathering, preparing, and disposing food. Please limit the use of the break room to one person at a time. Eat meals or snacks in personal workspaces (office or designated user work room).

Wipe down shared appliances (refrigerator, microwave) after use.

Only one person in the break room at a time. Please create and use a post-it note that reads "OCCUPIED." Place note on the break room door when you enter and remove it when you leave.

Use Library break rooms, water fountains, and staff areas only.

Restrooms

Please do not use the shared restrooms in the Risser Justice Center hallways. Instead, use restrooms in the library only.

Only one person in the restroom at a time. Please create and use a post-it note that reads "OCCUPIED." Place note on the restroom door when you enter and remove it when you leave. Try not to follow immediately after someone in the restroom. It is recommended that you allow a minute for aerosol droplets from the prior occupant to hit the floor before entering.

How to wash hands when everything is hand-operated:

1. Use crank to spool out paper towel
2. Turn on water, pump hand soap
3. Wash hands
4. With water running, use paper towel to dry hands, then use towel to turn off water
5. If in a space with doors, use towel to open door
6. Throw away paper towel in nearby trash can. Building staff have placed trash cans near each restroom door.

Entering and Exiting the Library

Access the library through the Martin Luther King Jr. Blvd entrance, or use the elevators from the parking garage to access the second floor of the building. In an effort to limit the number of people entering the processing office on the third floor, please only enter and exit the library through the second floor unless there is an emergency need to exit through the third floor doors.

Use the Risser Justice Center stairwell or elevators from the second floor to access amenities on the third floor, like the vending machine area and lactation room.

Moving Around the Library

When possible, please avoid areas where other staff may be working, such as entrances and exits to offices or work areas. Please avoid walking through the small hallway by Lady Justice and the user workrooms while these are designated spaces for filers to use.

Shared Equipment

Please avoid using shared computers like the Document Delivery, Circulation, and Reference desk computers and phones. Clean shared computers before and after use, if necessary.

For shared equipment such as copiers, scanners, staplers, hole punchers, and other supplies, please sanitize items before and after use.

Styluses are available to use with touchscreens throughout the library. Take a personal stylus from the supplies drawer, or wipe down the stylus kept at the scanner before and after use. Please do not use disinfectant wipes directly on the touchscreens.

Quarantined Books and Other Materials

Books and other materials used by library staff or users will be quarantined before getting shelved.

For materials used on the second floor, shelve materials on the corresponding day's shelf in the Circulation Desk area. Materials here may be re-shelved one week after they are placed in the quarantine area. Materials handled by users (picked up from tables) and items used by reference staff must be counted for internal use in Sierra by that librarian before being placed in quarantine. A tutorial on counting internal use in Sierra is attached.

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



Shelving Library Materials

Here are recommended steps for shelving materials:

1. Put on mask
2. Sanitize hands (gloves optional after cleaning hands)
3. Wipe down book truck with disinfectant spray and paper towel. Let disinfectant sit for 5 minutes before wiping down. Discard paper towel
4. Load truck with prior week's day of shelving (and any prior days)
5. Shelve materials

Supplies

Reusable cloth masks are available for staff use in the staff break area. Disposable gloves and masks are available for staff use in the staff break area next to Document Delivery. Disposable masks may be re-used until they wear out. These are in the cabinet above the sink.



You may choose to wear your own cloth masks. Please do not wear masks with a one way valve. These do not help protect the people around you.

Here are some tutorials for masks and gloves:

How to wear cloth face coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Face covering checklist

<https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>

Washing a face covering

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

How to properly use and re-use a mask

<https://www.youtube.com/watch?v=JwPWdkbyizw>

Gloves and hand washing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

How to remove and dispose gloves

https://www.huffpost.com/entry/how-to-remove-dispose-gloves_l_5e8ca72dc5b6e1a2e0faad0b

Disinfectant sprays and paper towels are located in the second and third floor shelving quarantine areas. A disinfectant spray and paper towels is located by the filing truck next to the Lady Justice statue. Disinfectant sprays are also available in the second and third floor staff break areas.

Tissues are located at service desks in the library. Hand sanitizer may be found throughout the library at public computer stations and service desks. Hand sanitizer is also located near elevators in the Risser Justice Center hallways. It can be helpful to keep a small bottle of hand sanitizer with you when you are working in the library.

Mail and Mailboxes

Staff mailboxes have been moved to the Supreme Court workroom 5. Please leave the door closed and locked when not in use.

The mail drop box for items to be mailed out has been moved to the Document Delivery counter space near the color printer. Take UPS packages directly to the mail room (knock before entering) or place next to the outgoing mail basket in the Document Delivery area.

Staff and Contacts

While at the library, you may see other people in the space. During the day, day porters may be in the library spaces or Risser Justice Center common areas to wipe down high touch surfaces like railings, elevator buttons, and door handles. The regular cleaning crew may arrive in the library beginning around 4:15 PM. Reference librarians, collection management staff, and court users may be in the library. Please be patient with each other, communicate, and be respectful of social distancing measures.

Whenever possible, please send an electronic message like a Skype message or email, or use a phone to call or text other staff in the library. To communicate in person, please knock, wait for acknowledgement so staff has time to put on a mask, and maintain at least a six foot distance.



Filing Library Materials

Filing packets are stored on the book truck next to the Lady Justice statute just off the reading room. Each packet will be labeled with a sticky note with a “date last handled.” Check the date on these and leave 3 full days between the date on the sticky note and pulling the packet for filing. Specific assignments will have a staff name on the sticky note as well, and will be kept on the lowest shelf of the filing truck. Priority filing materials will also be kept on the lowest shelf of the filing truck.

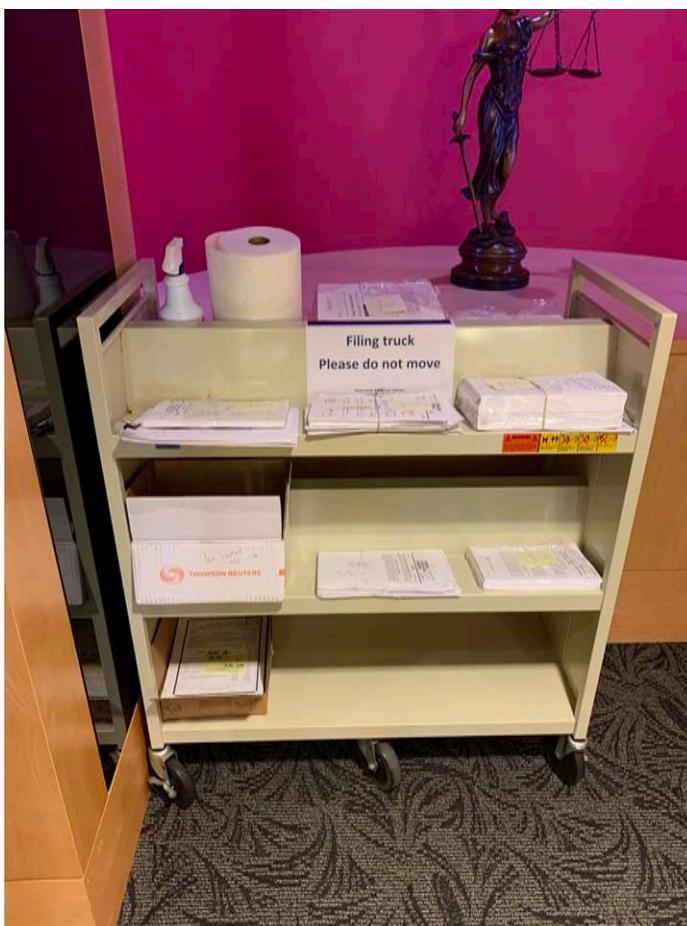
The call number is written on the filing packets. Use that call number to locate the title in the stacks. An individual book truck is stored in each user workroom.

Paper towels and a disinfectant spray bottle is kept next to the filing truck by Lady Justice. You may use this to disinfect surfaces, including book trucks or desktops as needed. You may wish to wear gloves and a mask while using the cleaner. Disposable gloves and masks are located in the break area next to Document Delivery. They are in the cabinet above the sink.

Once you pull the items, bring them back to your user workroom. You may leave the door open or closed while you work. In an effort to avoid sharing supplies, instead of a date stamper for title pages please hand write the date filed.

Filing kits are in each user workroom including: a dedicated book truck, scissors, blue filing comb, sticky notes, pens and pencils, portable hand sanitizer.

Once you have filed the items, place them on the current day’s quarantine shelf in the Circulation Desk area. (See the general staff guide for a picture of that.) For very large sets that would take up more than one shelf, please re-shelve the books immediately and add one or more post-its to the shelves with “Date last handled: “ and that day’s date written on it.



Recycle removed pages in any of the paper recycling bins located throughout the library. Bins are located outside workrooms.

Filing Pocket Parts

Follow these steps to file pocket parts:

1. Wear mask and sanitize/Clean hands to go into stacks
2. Get post-its and pen/pencil
3. Get pocket parts from filing staging area. Leave 3 full days between date on post-its and taking for filing
4. File pocket parts and replace items on the shelves immediately
5. Add sticky note with “last handled” date to shelf/shelves holding the items
6. Recycle old pocket parts

Other Notes

There are two assigned user workrooms which create private spaces to file. Signs have been posted on both of these rooms asking that nobody else enters the room. If you need to lock the room, use the key from the Circulation Desk drawer.



Reference Information

Shelving quarantined materials

While our library is at limited staffing, all reference librarians will help to shelve materials. The “In Library” reference librarian will shelve that day’s (and any prior day’s) quarantined items from the second and third floor quarantine areas.

Follow the steps in the Working in the Library guide for shelving. Please make shelving a priority during your shift so we can keep up with our material flow! Working together, we can keep our library running smoothly.

Books by Mail

We are now offering our Books by Mail service for \$7.50 per item (or per box for small items or items with supplements).

When you check out items to users for this service, **manually update the due date to August 3.**

Follow the directions on the wiki to prepare a Books by Mail order, and drop off the request in the mail room downstairs (knock first) or on the counter in Document Delivery next to the outgoing mail basket.

Reminders

1. Do not keep books in your office
2. Use a stylus on the scanner and copier touch screens
3. Clean shared equipment and surfaces
4. Notify staff by email when items or projects are not completed, and when there is follow-up work
5. Follow all guidelines in the "Working in the library" guide