



# Library Re-Open Plan

## WSU TECH LIBRARY RE-OPEN PLAN

*This plan was informed by various reopening recommendations from organizations including the Association of College & Research Libraries (ACRL), the International Federation of Library Associations and Institutions (IFLA), and the Institute of Museum and Library Services. This plan aligns with reopening procedures of the Ablah Library at the WSU main campus.*

<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

<https://www.ifla.org/covid-19-and-libraries#reopening>

<https://acrl.libguides.com/pandemic/reopening>

<https://libraries.wichita.edu/covid19>

## ACCESS TO FACILITIES

In accordance with the WSU Tech reopen plan (<https://wsutech.edu/news/coronavirus-disease-2019-covid-19/>), library staff are expected to wear masks when in the library space, self-evaluate for COVID symptoms, and practice social distancing. The library fall hours are limited to Monday, Tuesday, and Wednesdays from 8am -5pm and every other Friday to comply with campus staff social distancing.

The South campus library space has been reorganized to allow for social distancing while using the space and for more frequent cleaning of surfaces. At this time, only currently enrolled WSU Tech students, staff, and faculty are allowed to use the library space. We ask those using the library space to follow campus social distancing guidelines and wear a mask at all times.

The NCAT library will remain closed until further notice.

## ACCESS TO MATERIALS

Physical collections are open to browsing. Those using the library are asked to place any materials handled in a designated location for a 96-hour quarantine before re-shelving.

Holdings may be placed on library materials by using the online catalog, or by calling or emailing the library. To pick up the holds, please schedule an appointment with the library. Carside pickup can be arranged.



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## REFERENCE AND INSTRUCTIONAL SERVICES

Reference and instructional services will continue to be offered on-campus or online or by appointment. Reference is available via email, phone, or zoom. To set up a zoom appointment, email [library@wsutech.edu](mailto:library@wsutech.edu)

## INTERLIBRARY LOAN SERVICES

Interlibrary loan services for physical materials will resume on 7/1/2020. Requests can be placed by contacting the library. Please keep in mind that many libraries remain closed and it may be difficult to locate copies to borrow. Materials received from Interlibrary Loan will be subject to the same quarantine procedures as returned materials (detailed in the Returns section).

## RETURNS

All materials should be placed on the material returns cart at the library service desk. Returned materials will be quarantined for a minimum of 96 hours before processing. All devices will be cleaned with disinfectant in between student uses. There will be no overdue fees charged while materials are in quarantine. Materials that are returned will remain on the student account until the 92-hour waiting period has passed.

All late fees are waived due to the COVID-19 pandemic. This applies to library books, chromebooks, and hotspots.

## RENEWALS

Library materials may be renewed via phone or email instead of campus visit. Please email [library@wsutech.edu](mailto:library@wsutech.edu) to renew your materials for the fall semester.

## COMPUTER SERVICES

Limited library computers are available for on-campus use. Appointments are recommended to ensure social distancing and sanitization in-between uses. To schedule an appointment, call or email the library a minimum of 1 hour in advance to ensure space is available.