TIPS FOR REOPENING LIBRARIES

The Socially Distanced Library: Facilitating the Transition to Online Services and Instruction

Transitioning from in person to remote learning continues to bring challenges to librarians, faculty and students all over the U.S. As Colleges and Universities continue to navigate this "new normal," they are also managing ongoing adjustments to physical and virtual learning spaces.

Therefore, we've created this tip sheet with you in mind! Please use this tip sheet in accordance with your institution's guidelines for your library.

Communication & Collaboration

- Communicate through social media
- Collaborate with other librarians to share ideas, resources, tutorials & tips
- Create & maintain strong relationships with faculty - Share expertise, grading in Canva, or how to use Zoom
- Provide remote workshops for facilitating discussion - record & share sessions with faculty as a resource
- Follow-up with faculty at the end of the semester to solicit feedback on areas for improvement - How can libraries provide more support for students & faculty?
- Engage with students online - Share resources and how to use them
- Reach out to vendors to increase their support on digital course materials - Just reach out to ask!

Reopening the Library – Safety is priority

- For Universities and Colleges that are in person, work with your administration to create a plan if your institution must transition to remote learning unexpectedly again.
- Develop and document a clear process for notifiying your library staff and patrons for any unxpected campus closures to ensure maintaining virtual support.
- Create checklists, upload and ensure access to digital files and resources.

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Space Configuration

- Safety barriers- plexiglass around service desk
- Furniture- store away furniture that will prevent social distancing
- Separate study rooms
- Use technology for improvements
- Reconfigure restrooms
- No communal coffee pots
- Turn off water fountains
- Signage- consistent with campus

Policies and Procedures

- Mask required in all indoor public spaces
- Social distancing
- Patrons reserve desks/computers in library
- No food/No drink
- Limited access and limited hours
- Quarantine physical materials for 72 hours
- Reduce seating capacity
- Encourage handwashing
- Office doors closed
- All meetings held virtually
- Intense cleaning at night
- Cleaning supplies available for students

Services and Collections

- Mailing print materials to students not on campus
- Creating/sharing instructional videos
- Grow digital collections (fewer print materials)
- Shift print budget to digital
- Increase Open Access materials
- Communicate with patrons through video conferencing
- Obtain additional electronic collections and to ensure patrons know these resources are available to them

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Questions? Email us at reference@routledge.com