

Library Guides Series No. 7

LIBRARY OPERATING GUIDELINES DURING THE COVID-19 PERIOD

1.0 **Maximum Number of Users in the Library**

In order to observe physical and social distancing a limited number of users will be allowed in the Library at any given time. The maximum number for the different branch libraries at any given are as follows:

- Main Library: 90
- Business School Library: 110
- Faculty of Law Library: 25
- Science Complex Library: 50

2.0 **Library Use Blocks**

The use of the library is divided into blocks of 2 hours to provide access to as many users as possible within a day. The blocks are:

- 8.00 am- 10.00 am
- 11.00 am- 1.00 pm,
- 2.00 pm- 4.00pm
- 5.00-pm-7.00 pm

The library will be evacuated after every block to allow for sanitation procedures to be undertaken before admission of the next batch of users.

3.0 **Physical and Social Distancing**

Users are expected to ensure the recommended physical and social

distancing of at least one and a half meters (1.5 metres).

- 3.1 Users are required to maintain the 1.5 metres space arrangement of library furniture to ensure limited concentration of users in parts of the Library
- 3.2 Users are expected to use *authorized* and marked seats and table stations only
- 3.3 Any user who fails to adhere to the set physical and social distancing will be asked to leave the library building
- 3.4 Users queuing for library services shall observe the 1.5 m physical distancing rule

4.0 **Ensuring Hygiene within the Library**

All Library users are expected to observe the following hygiene rules and regulations:

- 4.1 Mandatory hand-washing at the entrances to library buildings
- 4.2 Mandatory wearing of face mask while in the library building
- 4.3 Doors and windows to remain open throughout to maximize ventilation inside and air flow out of the Library
- 4.4 Exit of the library building every two hours to facilitate sanitation procedures
- 4.5 Payment for library fines and photocopying services to be made via MPESA
- 4.6 Group discussions in the library totally prohibited

- 4.7 Only essential working items will be allowed into the library (books and pens)
- 4.8 The use of left-luggage section is suspended during the COVID-19 period
- 4.9 Mandatory temperature checks will be done on all patrons coming into libraries.
- 4.10 Patrons with abnormally high temperature will not be allowed into the library but will be escorted to the University Health Care stations
- 4.11 For purposes of contact tracing, all Patrons entering the library will be registered at the library entrance using ID cards

5.0 Safe Handling of Materials

- 5.1 All returned library books will be quarantined for 24 hours to allow for sanitization
- 5.2 Library staff handling library books during borrowing & returning will wear hand gloves or will regularly wash and sanitize their hands

6.0 Communication on COVID-19

- 6.1 Library patrons will notify library staff in case of breach of these library COVID-19 safety rules and regulations
- 6.2 Library staff and patrons are required to regularly update themselves with COVID-19 rules and regulations that will be displayed/posted in appropriate places inside and around the library building

7.0 Keeping Staff and Students Safe during Service Provision

- 7.1 All information literacy training sessions will be held using online techniques

- 7.2 Library staff will work in shifts in provision of services
- 7.3 Physical and social distancing will be ensured in staff working areas
- 7.4 All user advisory services (reference consultation and research assistance) will be provided using online or telephone techniques
- 7.5 If any staff or library user has symptoms of COVID-19, he or she is expected to avoid library stay and seek medical assistance
- 7.6 In case a suspected COVID-19 case is identified within the library, the venue will be closed to allow for fumigation and then services will be provided digitally/online

*Issued by
University Librarian
Chuka University
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