

**FALL 2020
REOPENING PLAN**



**GUGGENHEIM
MEMORIAL LIBRARY**

The library's plan to reopen will comply with the State of New Jersey's Executive Order No. 155, 175, and Monmouth University's Fall 2020 Reopening Plan – Health & Safety. This plan responds to the Office of the Secretary of High Education's (OSHE) August 18, 2020 response to Monmouth University's Institutional Plans for Restart and extends the library's hours, staffing, and services from its previous level.

STAGE 1

- During Stage 1, libraries remain closed, however, online access to collections remains available.

Monmouth's Guggenheim Library building is closed. All employees are working from home. Reference services are available via chat. All online resources are available to authorized users. Interlibrary loan service is restricted to articles supplied to users via email. Social distancing and cleaning protocols are not applicable, as the building is unoccupied.

STAGE 2

- During Stage 2, libraries may open in accordance with statewide overarching requirements for libraries.
- Curbside pickup is available for requested materials. Employees who deliver the materials must wear a protective face covering and gloves, and place materials directly into a patron's vehicle whenever feasible.
- Transactions should be handled in advance by phone, email, or other means to avoid person-to-person contact.
- Items should be sanitized wherever possible when returned.

The Guggenheim Library building is initially closed to patrons. Two staff members, working 9 a.m. to 5 p.m., Monday through Friday, operate a book request and contactless curbside pickup service via a request form (limited to Monmouth University affiliates) at <https://monmouth.libwizard.com/f/LibraryBookRequest>. Requests are taken 24 hours in advance of pickup. Social distancing is achieved by having only two staff members working in the building each day. Masks are required. Staff wearing masks and gloves deliver materials directly to each patrons' vehicles. Monmouth University Facilities Management cleans the circulation office and lending services desk areas daily. Antibacterial wipes and hand sanitizer are available. Patrons return books only to a designated pickup box. Staff wearing personal protective equipment (PPE) transfer returned materials to a library storeroom where they are kept in isolated quarantine for 72 hours before further processing. This is in accordance with American Library Association's guidance on disinfecting books and other surfaces.

Upon acceptance of Monmouth University's Institutional Plan for restart, the library building will reopen to patrons. Library hours will be 8 a.m. to midnight, Monday through Thursday; 8 a.m. to 7 p.m. on Friday; 10 a.m. to 6 p.m. on Saturday; and 11 a.m. to midnight on Sunday.



As detailed below, this stage provides access to the library in reduced occupancy, approximately 25% of the building's normal capacity (95 non-staff users). Safety barriers will be in place at user service desks, and furniture will be removed and rearranged to achieve safe physical distancing. Only Monmouth University students and employees are admitted. Masks are required. Monmouth University Facilities Management cleans occupied areas daily and cleans high-touch areas multiple times daily. Disinfectant wipes and hand sanitizer are available. Signage will remind all users to wear masks and to use disinfectant wipes on high-touch surfaces, including computers.

STAGE 3

- Libraries may open with a reduced number of occupants based on state guidelines. Libraries should have policies in place for social distancing of at least six feet, adequate sanitation measures (i.e., hand sanitizer stations, sanitization of tables and computer equipment, etc.), and face coverings.
- The institution should develop cleaning procedures for computer terminals used to search library holdings/collections. Computers should be disinfected before and after usage, and signage should be in place that directs individual users to disinfect the terminals after usage.
- Social distancing must be enforced, as many on-campus libraries have “communal” spaces for groups to study and learn. These areas should remain closed and/or only used if social distancing (at least six feet of distance) can be observed.

The library will continue as in Stage 2 with reduced occupancy (95 patrons, maximum) regulated by the security guard, library staff, and the Monmouth University Police Department (MUPD). Plexiglass shields are in place at the circulation desk service points. Reference service is conducted via chat. Library furniture has been reduced and placed at carrels and tables to achieve social distancing of at least six feet. Hand sanitizer and antibacterial wipes are available throughout the library.

Signage reminds all users to wear masks, maintain safe distancing of at least six feet, and to disinfect computer terminals after usage. Library furniture has been removed and rearranged (as depicted below) to ensure that safe distancing (at least six feet) is achieved.

The library will return to its regular hours: 8 a.m. to midnight, Monday – Thursday; 8 a.m. to 7 p.m. on Friday; 10 a.m. to 6 p.m. on Saturday; and 11 a.m. to midnight on Sunday. Staff schedules will change, as necessary, to provide extended opening hours. Staff will continue to operate the book request and pickup service, as described above, and in its current mode. Reference operations will continue using remote staffing and the chat service. Only Monmouth University affiliates may enter the library with the restrictions detailed, below:

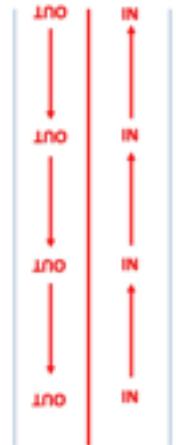
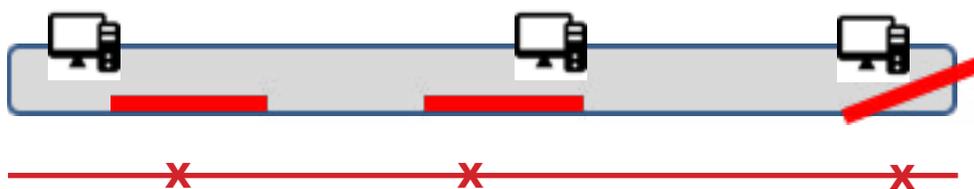
To operate this plan, we will need the following:

- Library building daily cleaning, including study rooms, in accordance with COVID-19 standards established by Monmouth University and outlined in the Fall 2020 Reopening



Plan – Health & Safety. Cleaning will focus on high-touch areas. Bathrooms will be cleaned twice per day.

- The total number of non-staff library users allowed in the building at one time during this phase will be 95. This number may be reduced, by order of the Monmouth University administration, in response to a resurgence of COVID-19 cases on campus. User spaces in the library will be altered to increase the space between seats (detailed below.)
- PPE for library staff: reusable face masks (staff will launder these after each use) and disposable gloves (at staff member’s discretion);
- Hand sanitizer and disinfectant wipes will be provided throughout the library by Facilities Management;
- Library staff and users will be responsible for wiping down their own computer keyboard, mouse, and work area before and/or after use;
- Plexiglass barriers are placed at the circulation desk, as pictured below;
- Tape lines will be placed at the library entrance and the first floor corridor to separate entrance and exit traffic and to help maintain safe physical distancing;
- A tape line will be placed three feet in front of the Circulation Desk to remind users to stay back from the plexiglass shield. An “X” will mark where individuals should stand while in the queue. These shall be at least six feet apart;



Other aspects of operations in this stage:

1. Limit the number of staff working in the building at any given time, two or three employees each in technical services and circulation. The interlibrary loan staff, librarians, archivist, access services manager, University librarian, and University librarian’s assistant will also work approximately half time at the library and half time from home;
2. Library users and employees will wear a mask the entire time in the library with exceptions and as outlined in Monmouth University’s Fall 2020 Reopening Plan – Health & Safety section titled “Face Coverings”;
3. Library security guards, MUPD officers, and library staff will monitor and enforce the library’s restricted access to an occupation total of 95 users. Notices will be posted online and at the library entrance. A Monmouth University ID will be required for library entry. Users will be asked to state their needs, and be directed accordingly. Users who only need a book or other item from the collection will be asked to use the book request form and not enter the library;
4. All book returns will be accepted at the book return box at Birch Hall/Health Center. No in-person book returns will be accepted. All returned materials will be quarantined for 72 hours and handled as described in the book request and contactless pickup plan;



5. Library study rooms will be available for use only using the University's event management system (EMS) and LibCal. Instructions will be posted on the library web page. Users may reserve rooms for two-hour blocks. Users will be limited to one reservation per day and may make reservations up to two weeks in advance. Library staff members will monitor reservations, direct users to the study rooms, and supervise students into and out of the rooms. Students will be asked to leave at the end of their reserved time and exit the library;
6. Facilities Management will deploy clear and emphasized signage to encourage mask use, frequent handwashing, and use of hand sanitizer and wipes at staff and user work areas;
7. Bathrooms will be designated as single user only;
8. Library space will be reconfigured for adequate safe physical distancing. Chairs will be removed from tables and carrels to ensure safe separation of users. One chair per table and one chair in three at carrels or computer areas will remain in use, such as:

▲ Chairs placed 6' apart, X = chairs removed

▲	X	▲	X
X	▲	X	▲

▲	X	▲	X
X	▲	X	▲

9. Similarly, computers will be disabled in the same pattern as described above (e.g. monitors removed);
10. The study rooms will be closed except for users with reservations. A member of the library staff will confirm that study rooms are being used only by the reservation holder;
11. The L033 computer classroom will remain closed and not in use except by scheduled Monmouth University classes, and in compliance with Monmouth University's Fall 2020 Reopening Plan – Computer Lab Operations;
12. Reference services will be provided by librarians via the chat application , via voicemail, or via email;
13. More outdoor seating is being requested (south terrace and east belvedere). Additional Wi-Fi access point(s) may be installed to assure adequate signal and coverage;
14. Food and eating will not be allowed in the library, except by employees in private offices and other designated areas. Users may drink from covered containers only.

REFERENCES

- <https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf>
- <https://my.monmouth.edu/fyi/restart>
- <https://library.monmouth.edu/wp-content/uploads/sites/28/2020/07/20200625-Library-Re-Opening-Plan-Phase1Only.pdf>
- <https://library.monmouth.edu>



- <https://www.displays2go.com/P-51694/Cash-Register-Shield-Rounded-Edges-Removable-Feet?st=Category&sid=29821>
- <https://monmouth.libwizard.com/f/LibraryBookRequest>
- <https://www.monmouth.edu/covid-19/documents/computer-lab-operations.pdf>

