

Academic Library Director's SIG

Friday, May 1, 2020 10:00 am - 12:00 pm

Convener: Gina Shelton, Dominican College

1. Greetings!
2. Housekeeping/Ground rules
3. Introductions
 - Attendee name & name of organization
 - Status of library reopening
 - Name one thing you miss about your library/job/work situation pre-pandemic
4. Length of meeting
5. Set agenda as group
6. Discussion....Go!

List of issues to discuss today:

When colleges open, including the libraries, how will we manage the following:

- Operations
- Reserve materials
- Keeping materials clean: (reserves, laptops)
- How are we getting library materials back from graduating seniors?

NOTES

When will colleges open?

- For the fall 2020 semester
- Colleges are working on plans now
- Flexible semester dates
- Possible furloughs and pay cuts - not sure yet

- Hybrid classes in Fall
- Complete in-person
- Different academic calendar than usual
- Operating with less staff

When will college libraries open:

- Phased re-opening
- Service to the college community
- Continue to offer remote services?
- Need to show that the library is still essential
- Draft reopening plans for various types of operational scenarios

Guidance for reopening:

- Monitor IMLS guidance re: life of virus on surfaces
- Monitor policies and procedures at public libraries as they may open before academic libraries
- If opening in phases, follow safety recommendations from regulators/government/CDC/etc. In particular about # of people inside library at one time

Materials returns:

- Seniors need to return materials as clearance for graduation
- How can this be facilitated to make it easy on students?
- A loss rate of materials is expected.
- Prioritizing receipt of interlibrary loan books lent by other libraries
- Forgiving of fines and loss (institutional materials and ILL)

Cleaning laptops and other materials/ touch services:

- Staff have to keep materials clean.
- Protocols for assisting students - use remote tools
- Public computers
- Loaded laptops
- Reserve materials

- Plexiglass in service areas
- Study spaces

Social distancing/PPE:

- Loaning laptops/Chromebooks instead of opening computer lab
- Library staff to regularly clean equipment
- Don't put out pens, staplers, etc. so those can be monitored and cleaned
- Remote into library computers instead of hovering over patron when helping
- Need for disposable PPE in public spaces
- Use visual or physical aids to create 6 ft between workstations on large tables like removal ping pong nets or tape