



Safety Guidelines for Libraries Fall 2020

- **Students should be able to check out items from the library**
- **All returned items will be quarantined for 4 days at a minimum**
 - Items will be stored in bin or on cart. Date will be marked on bin/cart, placed in library for quarantine
 - Check in items after quarantine
- Librarians should access the items and then check them out to students. Students should not pick books off of the shelves.

Ideas for Implementation:

- **Grab and Go**
 - Utilize Destiny holds for student book requests. Students may place holds on available copies.
 - Librarian will set two days and times a week for drop off and pick up of items and advertise procedures to school community
 - Librarian will quarantine all returned items for 4 days.
 - Librarian will place items in labeled manila envelope or paper bag to deliver items.
- Create and share a Microsoft form for students and/or staff to complete to get help with:
 - Access to eBooks, videos, audiobooks, magazines and newspapers and/or finding an eBook or audiobook
 - Follett, MackinVIA, Overdrive/Sora, WCLS
 - Finding high-quality information sources for homework
 - Statewide Databases: EBSCO, World Book, ABC-CLIO, TeachingBooks, Learning Express
 - WCLS: Tumblebooks, BrainFuse, Libby
 - The research process (outlining, background info, articles, citations, etc.)
 - Finding or recommending a good book
 - Destiny Discover, reviews and recommendations
- Create and share a Collection of resources for staff and students
 - [Online Resources and Ideas Destiny Collection](#)
- Provide training on Destiny, Statewide Databases, Overdrive/Sora, MyOn
- [Librarian To-Do List](#)

Resources:

- [REALM Project Test Results](#)
- [Research shows virus undetectable on five highly circulated library materials after three days](#)
- [Pandemic resources for libraries](#)
- [CDC Cleaning & Disinfecting](#)