

University Library Fall 2020 Opening Guide

Created July 30, 2020

Welcome Back!

The Library is committed to serving the research and learning needs of our community while also minimizing risk for IUPUI students, staff, faculty, Library personnel, and members of the broader Indianapolis community who choose to return to the Library.

In our planning and implementation steps for reopening, we seek to be fair and inclusive. University Library reminds all visitors that we are a part of the wider IU community and will follow the guidelines of the Campus, University, State, and City.

The [University-Wide Restart Report](#) and [Return to Campus Plan](#) have been released and provide recommendations for campuses and units to minimize the risk of COVID-19 infection. The Library's opening strategies have been formulated based on those guidelines and policies, Library personnel input, and the unique concerns presented by our high traffic space.

Library Administration Commitment to its Personnel:

The Library building or specific service unit areas will not open or will close under the following circumstances:

- Appropriate shields are not installed at service points requiring such shields.
- There are not adequate disinfecting supplies in both the public and personnel areas of the library.
- Daily cleaning protocols are interrupted.
- The campus determines IUPUI community illness levels are at a level that require service/building limitations or closures.
- Library administration determines there are not adequate staffing numbers to support a given service.

These guidelines and processes will necessarily evolve as our knowledge of the virus and infection levels change. Our personnel will also regularly evaluate the effectiveness of the guidelines at addressing both safety and service provision and adjust as necessary.

Individual responsibilities for the health and well being of all

A reminder of the individual responsibilities every IUPUI student, staff, and faculty member signed before returning to campus.

- Stay at least 6 feet apart from another individual, including while at workstations
- Avoid large gatherings (greater than 10 people) and limit in-person meetings to no more than 10 people
- Eliminate contact with others (shaking hands, embracing, etc.)

- Wear mask when on campus
- Wash hands regularly
- Sanitize your work space at the beginning and end of every shift
- Take personal responsibility for determining use of shared resources like water-bottle filling stations, the staff lounge, shared refrigerators and microwaves
- Visitors are expected to sanitize the space they occupy before and/or after use
- [IUPUI COVID-19 Guidance and Updates](#)
- [IUPUI University Library COVID-19 Guidance and Updates](#)

#IUPUIStrong

We are a community. The responsibility of safety resides with every individual. Please take part in keeping our beloved IUPUI community safe and strong.

Library hours

Fall Semester: August 3-November 19

Monday-Thursday: 9 am - 9 pm

Friday: 9 am - 6 pm

Saturday: Closed

Sunday: 12 pm - 5 pm

Winter Term, IUPUI in online learning only mode: November 20-February 2:

To be determined at a later date. The Library is investigating significantly limited hours or being closed during this time period.

In the event of a resurgence, criteria and procedures are in place for the Library to shut down rapidly and support research and learning virtually.

Library public space guidelines

Social Distancing and Mask Wearing

- As with all other indoor spaces on campus, Library visitors will be required to remain 6 ft. apart and wear a mask at all times (unless eating or drinking) while in the Library building.
- Some library furniture and technology has been removed and the remaining arranged in a way to promote social distancing. Please be aware of other individuals in a space before selecting your study space and do not move furniture.

- Where appropriate, “Stand Here” markers have been placed on the floor to ensure social distancing while in line.
- Individuals without masks may acquire one at the 2nd floor service desk.
- If you encounter an individual who is not wearing a mask please remind them that masks are required on campus and that they may acquire one at the 2nd floor service desk. We are all in this together!
- When necessary, signs and red dots (similar to dots in classroom spaces) have been placed on furniture to indicate where to and where not to sit.

Adherence to Occupancy Limitations

- Occupancy limits are documented on the doors of a variety of spaces including:
 - Elevators - 2 people
 - Study rooms - 1 person only
 - Meeting rooms and classrooms - No more than 10 people depending on the room.
 - Please adhere to these occupancy limits.
- Total occupancy of the building will be monitored and if levels are determined to be too high, additional space usage limitations will be administered to reduce occupancy.

3rd Floor, Quiet Floor, Solo Study Floor

- The 3rd Floor of the Library remains the Quiet Floor but will also be the Solo Study Floor. Furniture has been arranged in a manner to reinforce alone, quiet study.

4th Floor

- The Technology Services desk will be regularly monitored by 3-4 individuals to answer technology and general direction questions.
- Socially distant group study is allowed on the 4th floor. Furniture has been arranged in a way that individuals will remain socially distant but group discussion may still occur.

General Study Carrels and Graduate Carrels

- Semesterly reservation of Graduate Carrels has been discontinued for this year and those carrels converted to reservable general study carrel space.
- Visit individual carrels to use our new QR code based reservation system.

Sanitation and disinfection

- Similar to IUPUI classrooms, every individual sitting down in Library spaces will be responsible for disinfection of that space before and/or after use. This includes computer workstations, tables, chairs, study rooms, etc.
- Disinfecting supplies will be provided throughout the Library public space.
- Library personnel will clean public keyboards every day before opening.
- The overall Library space will be cleaned/sanitized every night.
- Campus provided hand sanitization will be accessible in multiple public locations throughout each floor of the building.

Community Visitors/Non-IUPUI Affiliated Visitors

- Community Visitors will be permitted in the Library.
- August 3-August 16 Community Visitors will be able to acquire a computer login. We will reassess this service when classes begin.

Public service points

- Shields have been installed at public service points, including the 2nd floor Service & Information Desk, 4th floor Technology Services Desk, and Herron Art Library Reference Desk.
- Where appropriate “Stand Here” markers have been placed on the floor to ensure social distancing while in line.
- Individuals approaching a service desk without a mask will be offered a mask. Library personnel will not provide service if an individual is not wearing a mask.
- The Library Administrator on duty will tour all Library spaces once a day, recording occupancy and observing social distancing and mask-wearing behavior in various areas. This data will be used to inform additional building procedures and safety steps.

Virtual technology support stations

- 2 stations have been added to the 2nd floor near the service desk to:
 - Facilitate study room reservations and support for that service, and
 - Offer virtual technology support
- Virtual technology support via Zoom will be available on every public workstation to reduce the need for face-to-face technology support.

VR Lab

- Due to its size and potential limitations in staffing numbers, the VR Lab will be accessible to the public by appointment only.

Study rooms

- All study rooms will require reservations via QR code application (see sign outside door of each study room) or online.
- Large study rooms have been used for furniture storage and will remain offline and locked.
- All remaining study rooms, regardless of size, are single occupancy only.
- A 30 minute airing out time is built in between every new student reservation. Please adhere to your reservation time slots even if another student is not waiting to get in. This vacant time is part of our safety protocol.
- Disinfect the study room before and after use with provided cleaning supplies.

Meeting rooms, classrooms, and events.

- Guidelines based on [IU policy regarding events](#).
- Meetings and events larger than 10 individuals will not be permitted in the Library.

- Reservations will be limited to 2 hr time blocks
- Rooms will be arranged, seats removed/marked for use as needed to promote social distancing.
- Users of these spaces will sanitize the space after use including technology.
- Each room's maximum capacity will be clearly marked.
- Library technology will continue to be used in the meeting rooms.
- The Ashby Browsing Room will be closed when not being used for meetings.
- Portable fans have been removed from all meeting rooms and classrooms for safety.

Restrooms

- Spaces will be deep cleaned every night and high touch surfaces will be cleaned throughout the day.
- Please maintain social distancing while in restrooms.

Water fountains, bottle filling stations, and microwaves

- Water bottle filling stations remain functional.
- Water fountains will be marked with signage, "Personal bottles protect us all. Refills only."
- Public microwaves have been removed for the foreseeable future.

Food Service

- We do not yet know if the Library cafe will open.

Quarantine of physical library materials

- While print materials are considered a low risk for transmission of COVID-19 due to their porous nature, other items like plastic boxes containing DVDs or board games may pose a greater risk.
 - Board games have been removed from circulation for the foreseeable future.
- All materials returned via the Service & Information Desk, book drops, or the mail room will be quarantined for 72 hours to mitigate risk.¹
- Materials pulled from shelves and left out on tables throughout the building will be collected daily and quarantined.
- A shorter quarantine for newly acquired materials is under consideration. Based on the REALM Project Test 1 Results, 24-hours would be sufficient to mitigate risk.
- Course reserves
 - Instructors have been encouraged to consider digital resource alternatives to physical Course Reserves.
 - If an instructor decides to maintain a physical Course Reserve the items will be marked with information for the user indicating that mask and gloves should be worn while using the resource and that these items have not been quarantined.

¹ Based on REALM Project [Test 1 Results](#).

Signage

- Guidance and reminders regarding in-building safety behavior will be posted throughout the space. Please regard and follow that guidance.

Ruth Lilly Special Collections and Archives

- Open by appointment only, Monday-Friday 10 am-5 pm.
- Please email speccoll@iupui.edu at least 2 business days in advance of your proposed visit and make sure to inform us which collections and specific boxes within those collections you would like to view.
- See our finding aids [here](#).
- As with all IUPUI buildings, masks and physical distancing are required in our space.

Herron Art Library

- Beginning August 3, the Herron Art Library will have personnel on site. Visitors may enter using the procedure indicated on the Library doors, which will be locked. When arriving at the Library, please phone the Service Desk at 317-278-9484 to gain access. A maximum of 10 individuals will be permitted in the Library.
- Hours: Monday through Thursday: 9 am-5 pm. Friday: By appointment only.
- The Herron Library follows the [University Library Closing Policy](#).
- As with all IUPUI buildings, masks and physical distancing are required in our space.