

Miller Library COVID-19 Operating Plan

As of 7/27/2020 – Subject to Change

2019-2020 “Normal”

- ~10,000 people came through the library doors each month
- Open over 90 hours per week with staffing from over 25 student workers
- ~700 physical items checked out or used in house per month, including ~400 Reserves and ~50 Chromebooks
- ~2,600 electronic items used per month, including ~1,200 eBooks and ~1,400 eSerials
- ~35 information services contacts per month, including ~10 classroom instruction sessions and ~25 individual research appointments, the vast majority of which were delivered in person

2020-2021 Overall Strategy

- Focus on using digital means to fulfil Miller Library’s mission to “provide access to information and to instruct and assist stakeholders in locating, using, and evaluating this information”
- Minimize unnecessary foot traffic in Miller Library
- Create a culture of face masks and social distancing
- Quarantine and sanitize shared materials and surfaces
- If/When McPherson County achieves 14 days without a new case, we will consider expanding hours and/or in-person services; if situation gets worse or professional staff become sick, we might decrease hours and/or in-person services

Building Operations

- Main and Lower Levels of Miller Library
 - Hours will be:

Monday-Thursday	7:30a-7:30p
Friday	7:30a-5:00p
 - Distanced computers will be available on first floor with keyboard covers and sanitizing wipes for self-service
 - Printers will be available on first floor with paper regularly filled
 - ~2/3 of the seating will be removed to encourage social distancing
 - First floor circulation desk will not be staffed (see *Second Level of Miller Library* below for circulation desk information)
 - Curriculum/Juvenile collection (located in basement) and popular reading collection (located on main level) will be accessible; patrons must contact librarians in order to check out materials
- Second Level of Miller Library
 - Second floor circulation desk will be staffed by a professional librarian and student worker during the following hours:
 - Monday-Thursday 11:30a-7:30p
 - Friday 11:30a-5:00p
 - Doors will be locked, but access to the circulation desk or to browse the collection can be requested by appointment or by ringing a doorbell during the above hours
 - Patrons can request print materials via ILL or from the library’s collections to be available for pick-up
 - Color printing will be available
- Evening Classes at Miller: The library will remain open until 7:30p to accommodate night classes, which begin at 7:00p; night class faculty will be responsible for making sure that all of their students exit the building following class

Resources

- Electronic Resources: Focus on electronic resources for student research needs
 - Library staff will continue to make investments in online resource accessibility and navigability
 - Electronic resources continue to be available via the [Online Catalog](#), with authentication required via Bulldog email/password for many resources
- General Collection: Available for circulation with four-day quarantine upon return; loan period will continue to be three weeks with the possibility of renewal
- Interlibrary Loan: Available for circulation with four-day quarantine upon return
- Special Collections: Available by appointment with professional library staff only
 - The Automotive Restoration Collection and Brethren Room will only be available to patrons when accompanied by a professional library staff person
 - Preference will be given to virtual reference when possible
- Reserves: Scanned chapters available by request and print copies accessible at circulation desk
 - Scanned chapters of Reserve materials will be available upon request by individual students; given our current operating restrictions, we believe that this can reasonably be considered a Fair Use of our copyrighted Reserve materials
 - Print copies will be available at the second floor circulation desk for 2-hour checkout and sanitized upon return; signage will instruct students to be cautious about potential recent use of Reserves, including the importance of washing their hands and avoiding touching their face
- Chromebooks: Available for 2-hour checkout and sanitized upon return; signage will instruct students to be cautious about potential recent use, including the importance of washing their hands and avoiding touching their face

Services

- Reference: Available to all students, faculty, and students digitally through chat, text, email, or Teams
- Instruction: Information literacy instruction will be offered entirely online through pre-recorded instructional videos/tutorials for classes and individual and small group Teams meetings; particular focus will be paid to connecting with seniors conducting their senior research