

Miller Library COVID-19 Operating Plan

As of 9/3/2020 – Subject to Change

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-10:00p
Friday	7:30a-5:00p
Saturday	Closed
Sunday	3:00p-10:00p
 - 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
Saturday & Sunday	Closed
 - 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 by emailing library@mcpherson.edu
 - Color printing will be available

Resources

- 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; signage will instruct students to be cautious about potential recent use, including the importance of washing their hands and avoiding touching their face
- 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 [Library Catalog and Online Resources](#) page, with authentication required via Bulldog email/password for many resources
- General Collection: Available for circulation; loan period will continue to be three weeks with the possibility of renewal
- Interlibrary Loan: Available for circulation
- Special Collections: Available by appointment with professional library staff
 - 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

Services

- Instruction: Information literacy instruction will be offered entirely online through pre-recorded or live 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
- Reference: Available to all students, faculty, and students digitally through chat, text, email, or Teams
- Need Help? As a Librarian!: Librarians can be reached by:
 - Using the [chat](#) (also available on the [Library Catalog and Online Resources](#) page)
 - Texting/Calling us at 620-374-9622
 - Emailing library@mcpherson.edu