



# Holy Apostles College & Seminary

*Cultivating Catholic Leaders for Evangelization*

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## **HACS Library Building Reopening Plan 2020 - 2021**

In accordance with the Governor Lamont's *Sector Rules for Reopening Connecticut Libraries, June 6, 2020* and the *CCALD Guiding Principles for Reopening Connecticut's Academic Libraries July 24, 2020*, visitors are requested to adhere to the following protocols in the HACS Library to ensure safe usage during the academic year 2020-2021 due to the Covid-19 Pandemic.

- **The HACS library will remain closed to the general public.**
- **Only currently registered students, teaching faculty, staff, and resident members of the Holy Apostles Community may use the library**

### **The following protocols are to be followed while visiting the Library:**

- 1. All visitors must wear a face mask for the duration of their time in the Library.**
- 2. All visitors must sanitize their hands upon entry into the library.**
- 3. All visitors must sign in and out on a daily basis to ensure adequate contact tracing, should the process become necessary for campus safety.**
- 4. All visitors must respect the signage regarding seating, maintaining proper social distances, browsing within the bookstacks, usage of the computer classroom, and usage of library materials.**
- 5. Only library staff will be permitted behind the Circulation Desk and the Reserve Reading Shelves area.**
- 6. Library workspaces/desks will be reduced to half or less to provide for the mandated social distancing. Visitors may ask to sign up for a specific desk space for a two (2) hour time slot per day if seating demand becomes great.**
- 7. The computer classroom will also be following a 50% or less seating usage as defined by the Governor's mandate. Hence, only every other computer will be made available. Visitors may ask to sign up for a specific computer for a two (2) hour time slot per day if the demand becomes great.**

8. Books on the Reserve Reading shelves will continue to be available to students and faculty. These materials will continue to be for in the library usage only. Visitors must wear protective gloves (or re-sanitize their hands) when borrowing a Reserve book for reading, copying, or scanning.
9. Use of the copier/scanner machine and the associated dedicated computer will require a limited, one-person-at-a-time usage. Each individual will sanitize the equipment before each use. Cleaning supplies will be located in this area. All visitors waiting their turn to copy/scan will remain outside the defined perimeter.
10. Browsing the books stacks will be permitted on a one-person-per-aisle-at-a-time only basis. This procedure is in effect for all Reference and all Circulating book stacks.
11. Circulating books will continue to be available for loan to currently registered students and faculty. The procedures for borrowing and returning books will be posted at the Circulation Desk.
12. All returned books will be quarantined for three (3) days before being permitted to re-circulate.
13. Library staff members will continue to work remotely whenever possible. Students and faculty wishing to schedule an appointment for a remote reference session with the reference staff should schedule an appointment with the Director of Library Services by emailing [library@holyapostles.edu](mailto:library@holyapostles.edu) or by telephoning 860-632-3011.
14. Library staff members choosing to work full or partial hours within the library building will follow the protocols 1-3 above regarding masks, hand sanitizing, signing in and out, and social distancing.
15. Library staff members working within the building will follow the protocols 4-12 and guide all visitors in adhering to all protocols 1-12.
16. Copies of this *HACS Library Building Reopening Plan 2020-2021* will be made available to all visitors upon entry into the library. Copies will also be posted throughout the library.

C.A. 8/10/2020