

Tarleton Libraries Plan for Spring

Items noted below are specific to the Tarleton Libraries. In all cases, we will comply with all Campus and System directives and procedures, additionally students and employees are expected to be familiar with the Tarleton Roadmap. If there is a conflict between library and campus plans, the campus plans override the library plan. In addition, many questions and concerns are addressed at [Tarleton Information on Coronavirus](#) and all are encouraged to visit this site for more information.

Tarleton's requirement for face coverings aligns with [CDC guidelines](#) and Texas Gov. Greg Abbott's [Executive Order](#) requiring all Texans in counties with 20 or more active COVID-19 cases to wear them in public. This includes in the libraries, hallways, classrooms, labs, restrooms, elevators and offices where a physical distance of six feet is not possible.

Spring Semester

- Faculty and Staff Return: Monday, January 4
- Classes Resume: Tuesday, January 19

Library hours vary during University holidays, intersessions, and final exam periods. Updated schedules are posted on the library's website and the [University Calendar](#).

Daily Hours of Operation

Dick Smith Library & Rickett Library Buildings:

	Dick Smith Library Hours starting Jan. 19	Rickett Library Hours starting Jan. 19
Monday	7:00a-12:00a	8:30a-9:30p
Tuesday	7:00a-12:00a	8:30a-9:30p
Wednesday	7:00a-12:00a	8:30a-9:30p
Thursday	7:00a-12:00a	8:30a-9:30p
Friday	7:00a-7:00p	8:30a-6:00p
Saturday	10:00a-7:00p	10:00p-4:00p
Sunday	12:00p-12:00a	12:00p-4:00p

Online Chat Service Hours: Monday – Friday 8:00 a.m. – 7:00 p.m.

Services

- **Access Services.** Circulating books and media will be quarantined for 72 hours upon return.
- **Reserves.** All short-loan reserves will be electronic using e-reserves. Longer, 2-day and 7-day, print reserves will have quarantining rules apply.
- **Interlibrary Loan.** Currently, electronic ILL only + scanning from our physical collection. Physical ILL will resume when the network of academic libraries begins lending again.
- **Ask a Librarian Service.** The Ask a Librarian chat service will be staffed, and virtual assistance will be encouraged.

- **Instruction.** Instruction will be offered via synchronous Zoom, asynchronous tools, or in the assigned classrooms, which are already set-up for social distancing. Teaching faculty will be provided the choice.
- **The Maker Spot.** Monday – Friday 8:00 a.m. – 5:00 p.m. Limited number of people in the room.
- **Special Collections.** By appointment only.

Books/DVDS/Periodicals/Computers - Physical Items as Touch Points

- Quarantine books for 72 hours upon return before putting back into circulation.
- Quarantine in-library use books and archival materials gathered from carts and tables for 72 hours prior to re-shelving.
- Quarantine in-library use of print periodicals and microforms gathered from carts and tables for 24 hours prior to re-shelving.
- Computer station keyboards and mice should be wiped down by students before use. The library has sanitization wipes available throughout the library.
- Laptops should be wiped down by users when borrowed from the kiosk. The library has sanitization wipes available throughout the library.
- 2-day and 7-day reserves will continue to circulate and will follow the 72-hour quarantine.
- Hourly reserves will not physically circulate. Library staff are working with faculty for electronic access.

Dick Smith Library Building Capacity/Patron Access

- Building capacity has been determined by the number of available spots after spaces, furniture, and service areas were arranged for social distancing. Total available spots, not counting employees, is 347.
 - Available computers: 95
 - Table and soft seats: 201
 - Room 104 (Multipurpose Room): 21 people
 - Room 132 (Training Center): 16 people
 - Room 155 (Practice Presentation Room): 4 people
 - Room 159 & 160 (Collaboration Rooms): 2 people per room
 - Room 231 (Group Study Room): 2 people
 - Room 233 (Green Screen Room): 2 people
- Capacity will be monitored.
- Guest users must check-in to the library at the Reference Desk.

Rickett Library Building Capacity/Patron Access

- Building capacity has been determined by the number of available spots after spaces, furniture, and service areas were arranged for social distancing. Total available spots, not counting employees, is 40.
 - Available computers: 10
 - Table and soft seats: 20
 - Room 145 & 141 (Collaboration Rooms): 2 people per room
 - Room 144 & 142 (Group Study Rooms): 2 people per room
 - Room 143 (Green Screen Room): 2 people
- Capacity will be monitored.
- Guest users must check-in at the circulation desk with a photo ID.

Building Spaces and Flow

- Spaces
 - Public printers will be spaced and distributed in an un-clustered manner.
 - Available seating at computer workstations, study carrels, and study tables—all public areas—will be reduced to accommodate social distancing. Where seating cannot be removed, stanchions or caution tape will be used.
- Flow
 - The elevator will be limited to 2 people at a time.
 - Stairwell should be used single file if possible.
 - Non-security doors, not including bathroom doors, will be propped open during business hours to reduce touch points with those door handles.
- Social distancing and sanitizing protection
 - Sneeze guards will be placed at each service desk.
 - Hand sanitizer and disinfectant wipe stations are located near the entrance of the building, computer and study areas.
 - Hand sanitizer bottles will be available at service desks and in staff areas. Do not throw out empty bottles. Bottles will be turned in, cleaned, refilled, and reused.
 - Signage will be placed throughout the building near service desks and congestion points to indicate social distancing placement.

Staff Spaces & Shared Equipment

- Activity at staff lounge/kitchen, printers, copiers, and other shared equipment should be self-regulated, following social distancing recommendations. If the area has more than one person, there should be 6 feet of space. If there are more than two people, please wait to retrieve your items until later.
- Personal equipment should only be shared if necessary. If you need to touch someone else's equipment, you must notify them and disinfect.
- For shared equipment, such as printers and copiers, please follow these guidelines and please clean as desired. Equipment will be thoroughly cleaned at least once per day. In between those cleanings, you are responsible for your own desired level of cleanliness.
 - Turn off and unplug the device before cleaning. Never clean while it is on and plugged into an outlet.
 - Use your spray bottle issued by the campus, which contains CDC recommended solutions.
 - Spray this mixture onto a paper towel and gently wipe the surfaces to be cleaned.
 - Never spray disinfectant directly onto a device.
 - While cleaning, pay special attention to the surfaces commonly touched by users, such as buttons, touchscreens, tray handles, etc.
 - Do not allow moisture to drip into open areas such as keyboards or USB ports, as this can damage your device.
 - Make sure all surfaces have completely air-dried before plugging in and turning on the device.
 - Hand sanitizer bottles will be available in employee areas. Do not throw out empty bottles. Bottles will be turned in, cleaned, refilled, and reused.