**Siena College**

**COLLEGE AND ADMINISTRATIVE POLICY**

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th><strong>Standish Library COVID-19 Guidelines</strong>*</th>
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<tbody>
<tr>
<td>Type or category of Policy:</td>
<td>Administrative</td>
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<tr>
<td>Approval Authority:</td>
<td>Dr. Margaret Madden, Provost and Senior Vice President</td>
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<td>Responsible Executive:</td>
<td>Loretta Ebert, Director of the Standish Library</td>
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<td>Responsible Office:</td>
<td>Director of the Standish Library</td>
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<td>Owner Contact:</td>
<td>Loretta Ebert, Director of the Standish Library, <a href="mailto:lebert@siena.edu">lebert@siena.edu</a>.</td>
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<tr>
<td>Reviewed By:</td>
<td>Dr. Margaret Madden</td>
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<tr>
<td>Reviewed Date:</td>
<td>August 5, 2020</td>
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<td>Last Revised and Effective Date of Revision:</td>
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*This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.
**Reason for Policy**

- Revised use policies for the Standish Library due to COVID-19

**Scope of the Policy: Entities or Individuals affected by this policy**

- All members of the Siena College community

**The Official Policy**

Standish Library re-opening plans for August

Starting on August 3 the Standish Library will open exclusively for faculty, staff and administrators to support preparations for the start of the Fall semester courses on August 24. Between August 3 and August 21 library hours will be Monday through Thursday 8:00 am to 4:15 pm and Friday 8:00 am to 12 noon. An important change to note is that entering the library will now require a Siena ID card swipe.

Student access will be implemented on August 24. Hours for the rest of the semester will be Monday through Thursday 7:30 AM to 1:00 AM, Friday 7:30 AM to 5:00 PM, Saturday 12 noon to 5:00 PM, Sunday 12 noon to 1:00 AM Patrons from the general public without a Siena ID will not be permitted without permission authorized by the library.

Librarians and library staff, (working 50% in person and 50% at home) will assist in accessing collections and services while aligning with COVID19 guidelines and College protocols and also supporting courses in various formats (in-person, online, remote, hybrid). Some changes in normal policies and procedures are necessary.

An emphasis will be on making information resources available digitally. Please explore the many electronic full-text resources the library already subscribes to. If you would like help in finding those best suited to your needs and how to make them accessible to your students, please contact a librarian for an appointment.

Reserves items in digital formats will be supported. Print materials cannot serve as reserves due to a 4-day quarantine period between users to be COVID free. However, if a print reserve is essential, we have investigated various fair use practices currently promoted that allow a digital copy of a print item owned by the library if we remove the print copy from circulation. Under “Controlled Digital Lending” provisions such digital copies may only be used by one student at a time, for a set period of time and cannot be copied, downloaded or shared. Digital reserves remain available to online-only students, or courses that may become remote or online.

There is now a new book drop just outside the library for deposit of returned library books. Please leave all returns there. They will be quarantined for 4 days before they become available again. We will be offering paging from the stacks. We are strongly encouraging paging materials from the stacks for you. That will reduce the number of people in the stacks handling materials. We will avoid closing the stacks if people ask for items to be paged. Advance notice to the
circulation desk will be helpful. If you do handle any library items, wash or sanitize your hands before and after use.

Library Information Literacy Instruction will be adjusted as needed to support the format of a course. We anticipate that the library’s instruction room (L-29) may be scheduled for in-person courses and generally unavailable to us for one-time sessions as usual. If you teach on-campus, we can come to your classroom. If you are using Zoom, we can work with you on a Zoom session. We are looking at other possibilities including short videos. Please remember to look at the library’s research guides (LibGuides). Many have recently been updated, keeping online learning in mind. To schedule a session, or discuss the possibilities, contact Librarian Catherine Crohan (crohan@siena.edu).

Interlibrary loan requests will be filled only with digital resources as available. If you only need a chapter or a copyright-compliant portion of a book Document Delivery/ILL will scan them for you and deliver via ILL account. At this time, most libraries are not lending print materials.

Remote reference will be supported as well as in-person consultations by appointment with individual librarians. A browser extension called Lean Library is being investigated that can be installed in most laptop and desktop browsers to facilitate discovery of search results owned by the library. If you find a reference that we don’t hold Lean Library will try to find an Open Access option. If all other options fail it will offer to request the item through Interlibrary Loan. Stay tuned for further information. As a reminder, also consult our many LibGuides, Library FAQ’s and updated notices on the Library’s website.

Archives and Special Collections will be accessed by appointment only.

All computers, scanners and printers in the library will be managed in accordance with IT custodial protocols consistent with other campus computer labs and classrooms.

Study Rooms will remain available except for one being used for quarantined storage of returned materials. Maximum occupancy will be 2 persons. Cleaning kits in the proximity of these should be used before and after occupying a study room. No circulation of markers, erasers, or headphones will be available. We will have some one-time use headphones for back-up.

In response to students’ questions about using the library to join online or remote classes in the library we suggest using their own laptops and earphones and finding a quiet place or a study room if available. The library computer stations in reference or elsewhere in the library will not be available for such use to remain available for library research. The 24/7 lab may be an option as may other computer labs on campus; consult IT policies for those.

Adopted: August 5, 2020

Reviewed: Date the policy was last reviewed.

Revised: Date(s) of revisions made to the policy.