Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	*Standish Library COVID-19 Guidelines**
Type or category of Policy:	*Administrative*
Approval Authority:	*Dr. Margaret Madden, Provost and Senior Vice President*
Responsible Executive:	*Loretta Ebert, Director of the Standish Library*
Responsible Office:	*Director of the Standish Library*
Owner Contact:	*Loretta Ebert, Director of the Standish Library, lebert@siena.edu.*
Reviewed By:	*Dr. Margaret Madden*
Reviewed Date:	*February 16, 2021*
Last Revised and Effective Date of Revision:	

*This policy was developed as a response to the COVID-19 crisis. It applies to the Spring 2021 semester and its continuation will be reviewed periodically as the situation changes.

Policy template Approved by President's Cabinet 25 October 2016
All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Page 1 of 4

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

Student, staff and faculty library access is active using a Siena ID card swipe. Hours for the Spring 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. Library services will end at 9:00 PM Sunday through Thursday evenings. A security guard will staff the library until closing at 1:00 AM. Patrons from the general public without a Siena ID will not be permitted without permission authorized by the college. Face masks are required at all times, for all patrons, in all areas. Food may not be consumed in the library. Water bottles and covered beverage containers are permitted.

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 3-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 are available to all students whether taking in-person or online courses.

Policy template Approved by President's Cabinet 25 October 2016
All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Page 2 of 4

There is a book drop just outside the library for deposit of returned library books. Please leave all returns there. They will be quarantined for 3 days before they become available again. If needed by faculty before that exceptions can be made if removed from the library into the safekeeping of the faculty member. We will be offering paging from the stacks. We strongly encourage 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, please 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. The library's instruction room (L-29) will 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.

There will be more classes held in the library for the Spring semester due to the increased distance between seats to 6 feet. This includes a new use of the Yates Gallery as a classroom. The Gallery will not be available for general study during any classes scheduled there.

Interlibrary loan requests will be accepted for both digital and print materials. Some shipping delays have occurred due to USPS backlogs and slowdowns. 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, some 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 available and 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. 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. Some library computers have been disabled to meet the required 6 foot distance between seating.

Study Rooms will remain available. They may be reserved at https://siena.libcal.com/booking/studyrooms.
Maximum occupancy will be 2 persons. Face masks are required. Cleaning kits in the proximity of these should be used before and after occupying a study room. No circulation of markers,

Policy template Approved by President's Cabinet 25 October 2016
All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Page 3 of 4

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 reserving 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: *February 19,2021*

Revised: *February 19, 2021*

Policy template Approved by President's Cabinet 25 October 2016
All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Page 4 of 4