Mansfield Library Covid-19 Protocol

Moving around

- One way system signposted in corridors.
- Hand sanitiser to be used before opening doors.
- Users will need to be patient, to look around corners and through door windows for people coming through from other direction.
- Masks to be worn in corridors and Library.
- All users to keep a safe distance apart.

Studying in the Library

- Desk spaces arranged to ensure 2m distances between users maintained. Members of the same household must maintain these distances too.
- Personal belongings to be kept to a minimum (bags kept on floor) and (non-valuables) left unattended on desks for no longer than 45 minutes. If leaving for a break, students must leave a note with their full name and clearly indicate the time.
- Cleaning materials provided for students to use before and after using desk, lamp, book rest and chair.
- Scout to thoroughly clean each study space every morning and, if vacant, during a second cleaning session later in the day.

Using books

- Staff and students to wash hands or sanitise before and after any handling of books (sanitiser provided near shelves in Library and in Office; hand wash facility in Main Corridor).
- Borrowing as now, scanning items with self-issue machine. Hand sanitiser and wipes provided for touchpoint (mouse).
- Request and collect/deliver service also available.
- Returning to central point outside Office.
- Returned books will be quarantined for 24 hours.
- Books will be re-shelved by Library staff when it is safe to do so in Library, mostly before 09:00.

IT equipment

- Colour and black and white printers as now on landing with instructions on how to print, prices and basic troubleshooting.
- One computer available on landing for users wanting to print without a laptop.
- Self-issue machines to remain, all other computers removed (i.e. SOLO & TRR computers).

Getting help from Library staff

- One member of staff on site at a time 08:30- 04:30, Monday- Friday
- Other member of staff working at home (half time).
- Email and phone enquiries preferred.
- All paper forms and guides previously in Library to be moved solely online.

Self-isolation

- Books are not to be returned to the Library during the self-isolation period.

Version 2: October 2020
• Students are encouraged to contact the library for any enquiries and to use the Request and collect/deliver service if required.