

Sidney Silverman Library Detail

- Services Desk
 - Provide access to collection or items-on-hold via the library contactless curbside pickup (currently at Student Center).
 - Establish pre-set hours for pickup (Tuesday & Thursday: 12:00PM-2:00PM).
 - Limit number of items for pickup.
 - Limit the number of people who may pick up items at one time.
 - Any returning materials will be quarantined for 72 hours.
 - ILL will be limited to the articles.
 - Temporarily suspend Reserve Textbooks service.

- Media Services
 - Ask the faculty to return tablets checked out before the college closed.
 - Maintain and troubleshoot tablets and other equipment for care and use.
 - Reserved DVD collection (faculty only), and circulation collection are available through the library contactless curbside pickup (currently at Student Center).
 - Establish pre-set hours for pickup (Tuesday & Thursday: 12:00PM-2:00PM).
 - Any returned equipment will be quarantined for 72 hours before redistribution.
 - OSS equipment access has to be pre-arranged.

- Reference Service
 - Encourage continued use of digital materials.
 - Provide reference service via chat platform, email or other virtual means.
 - Chat reference will be available from 9:00AM-8:00PM, Monday – Thursday and 9:00AM-5:00PM on Friday.
 - Librarians will work from home with their regular scheduled hours, making schedule changes for instruction and evening online reference, if necessary.
 - Appointments can be made for research help with screen sharing in chat and WebEx, Zoom or telephone.
 - Librarians are not on campus unless they choose to be there for physical work (e.g. serials, archives, etc.) or are ordered to be by administration.
 - Circulation staff will refer reference questions to chat, AskaLibrarian to email or specific librarian's office telephone voice mail. (Jabber will enable each librarian to access their voicemail and work telephone number.) Written instructions will be generated with the Head of Circulation and will be available to all circulation staff in the form of a LibGuide.

- Library Instruction
 - All library Instruction will be conducted in an online format either synchronously or asynchronous depending on the faculty member's preference and needs.

- Technical Services
 - Continue doing acquisitions, budgeting, cataloging and database maintenance
 - Stagger the Technical Services staff by limiting the number of people on site: one day on site, and four days remotely.

- Limit withdrawal, processing and handling of library existing/current print titles.
- Mail Services
 - All incoming mails will be quarantined in L206 for 72 hours.
 - All the shipments will be quarantined in L206 for 72 hours.
 - After the quarantine, the mails will be distributed to their destinations, and each person will be notified.