

# UNIVERSITY LIBRARIES **FALL RE-ENTRY PLAN**

## TABLE OF CONTENTS

---

- 2** A message from the University Librarian
- 3** Guiding values and assumptions
- 4** Phases of re-entry
- 5** Library materials pickup program
- 6** Library buildings
- 10** Library materials
- 11** Library instruction and events

*LAST UPDATED: JULY 7, 2020*

Dear members of the Carolina community,

As the University of North Carolina at Chapel Hill resumes on-campus instruction and research activity, the University Libraries has developed service models to support the Carolina Together Roadmap.

Our initial focus for re-entry will be a “digital first” strategy that will benefit both on-campus and remote researchers, instructors and learners. The University Libraries has increased our capacity to acquire and distribute digital books and articles, and we will expand the digitization of materials from library collections for research and teaching. Alongside these efforts, we will introduce a contactless pickup service so that you can easily and safely request and receive books and other library materials.

While library buildings and services will look very different in the fall of 2020, and likely beyond, we are fully committed to the success of everyone who uses and depends upon the libraries at Carolina.

This plan shares the broad outlines of our re-entry program. We will modify and adjust this plan as conditions change and as we build experience operating in this new environment. Updates to the plan will be shared on the University Libraries website.

If you have comments or questions about re-entry, I encourage you to contact me directly or send an email to [libraryreopening@unc.edu](mailto:libraryreopening@unc.edu). We look forward to working with you.

Sincerely,

Elaine L. Westbrooks  
Vice Provost for University Libraries and University Librarian

# GUIDING VALUES

**Maintain excellence in the University Libraries' core mission.** We will maintain excellence in library services that support teaching, learning, research and clinical care. We will focus on the most essential services to meet the needs of library users.

**Safeguard health and safety in the unique library environment.** We are committed to the safety and well-being of all library staff and users. We will implement re-entry in an equitable manner that is mindful of the varying needs and requirements of individuals in the Carolina community.

**Be innovative.** We will look for new ways to provide collections and services, and to work together efficiently and effectively.

# ASSUMPTIONS

1

The University Libraries will adhere to University protocols with respect to safety and screening measures. We will implement additional measures to safeguard health and safety in the unique library environment.

2

Even with the best planning, we will not be able to control all variables or eliminate all risk.

3

Library facilities will not open or remain open without adequate and appropriate cleaning services, equipment and supplies to ensure staff and user health and safety. This includes, but is not limited to, plexiglass barriers, face masks, gloves, cleaning supplies and hand sanitizer.

4

Re-entry will be a dynamic, incremental and non-linear process. We will modify our approach as conditions change and as new information becomes available. It may be possible to expand services, or it may be necessary to revisit prior decisions in order to protect health and safety.

# RE-ENTRY PLAN

## **Through mid-July**

- Library staff will prepare library facilities and new services for users.
- Collections and services will be delivered remotely. This includes requests to borrow, acquire or deliver electronic materials; research consultations and requests for assistance; instruction; programming.

## **Mid-July through August 3**

- Contactless pickup service for library materials will begin outside Davis Library and the Health Sciences Library on July 13, 2020.
- Library buildings will remain closed to the public.
- Collections and services will continue to be delivered remotely.

## **Beginning August 3 and until further notice**

- Designated areas within Davis Library and the Health Sciences Library will open for use. Other library locations will remain closed to the public.
- Pickup service locations will relocate to the interior of Davis Library and the Health Sciences Library.
- Other library collections and services will continue to be delivered remotely.

# PICKUP PROGRAM

## **Library materials pickup program beginning July 13, 2020.**

The University Libraries will initiate a contactless library materials pickup program beginning July 13. Members of the University community and registered borrowers can place requests from any library location via the online catalog. Pickup locations will be located outside Davis Library and the Health Sciences Library. Beginning August 3, pickup locations will relocate to the interior of Davis Library and the Health Sciences Library.

*Learn more about library materials for research, teaching and learning on page 10.*

# LIBRARY BUILDINGS

Designated areas within Davis Library and the Health Sciences Library will open for use beginning **August 3, 2020**.

We will continuously assess conditions and learn from experience to determine whether additional locations and services can be made available or, conversely, whether we must revisit or roll back prior decisions in the interest of the health and safety of library staff and users.

## **When in library buildings:**

- All users and library staff members will adhere to the University's community standards.
- All users and library staff members will wear masks in public and shared areas of library buildings.
- Physical distancing of at least six (6) feet will be maintained in all library buildings at all times. All users and library staff members should follow directional and other signage intended to promote physical distancing.
- We will remove and redistribute furniture in order to promote physical distancing. Library users should not relocate furniture.
- We will coordinate more frequent cleaning of high-touch surfaces such as elevator buttons and door handles.

# LIBRARY BUILDINGS

## Davis Library

- Davis Library hours will be Monday through Thursday, 8 a.m. – 9 p.m.; Friday 8 a.m. – 8 p.m.; Sunday 1 p.m. – 5 p.m.
- Public access will be to floors 1 and 2. Access to government documents and microforms will be by appointment.
- Stack levels will be closed to the public. Books may be requested via pickup service.
- We will remove public computing stations, printers and scanners until further notice in order to reduce density, crowding and high-touch surfaces.
- We will seek to implement a reservation service for study tables.
- Faculty and graduate student offices and carrels will not be available for use. However, faculty and graduate students may retrieve items from offices and carrels by appointment.



### DAVIS LIBRARY HOURS

Monday through Thursday 8 a.m. – 9 p.m.

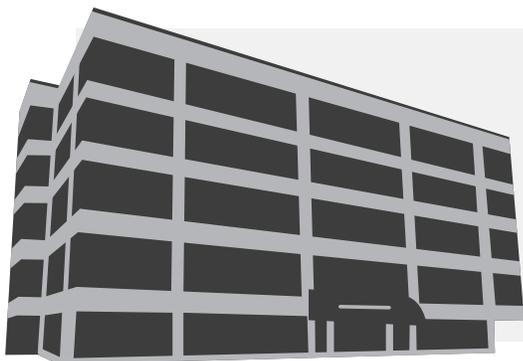
Friday 8 a.m. – 8 p.m.

Sunday 1 p.m. – 5 p.m.

# LIBRARY BUILDINGS

## Health Sciences Library (HSL)

- Hours will be Monday through Friday, 9 a.m. – 5 p.m.
- Public access will be to floors 1 and 2, plus the lower level.
- Stack levels will be closed to the public. Books may be requested via pickup service.
- Group study rooms will be limited to single users.
- We will remove public computing stations, printers and scanners until further notice in order to reduce density, crowding and high-touch surfaces.
- We will seek to implement a reservation service for study tables.
- The Friends Café will operate with revised protocols.



### HSL HOURS

Monday through Friday 9 a.m. – 5 p.m.

# LIBRARY BUILDINGS

## Other campus libraries

- Wilson Special Collections Library will be closed. Wilson Library will increase capacity to digitize and deliver materials electronically.
- The Undergraduate Library, including the Media Resources Center and the Design Lab, will be closed. Media Resources Center materials will be made available digitally and through pickup service. Equipment will not be available for loan.
- The branch libraries (Sloane Art Library, Information and Library Science Library, Kenan Science Library and the Science Library Annex, Music Library, Stone Center Library) will be closed.
- Materials from the branch libraries will be available through pickup service. We will develop a pickup service for 3D print jobs at the Kenan Science Library through remote requests.
- The Kathrine R. Everett Law Library will operate Monday through Friday, 9 a.m.- 5 p.m. Access will be restricted to Law students, faculty and staff. Law Library Virtual Reference for all users will remain open Monday through Friday, 10 a.m. - 4 p.m. Circulation of books will be coordinated through the University Libraries' pickup program.
- Other campus libraries that are not administered by the University Librarian, including the Park Library and the School of Government Library, will make independent operating decisions.

# LIBRARY MATERIALS

The University Libraries will seek to **deliver content digitally** for all users whenever possible by doing the following:

- Prioritizing the purchase of content in electronic formats;
- Expanding digital document delivery by scanning materials across the collections;
- Digitizing materials for electronic reserves and purchasing new digital content for reserves;
- Expanding the digitization of materials from the special collections;
- Increasing support for open access and sustainable scholarship.

**We will quarantine returned library materials for 72 hours in the interest of user and staff safety.**

*Learn more about our pickup program for library materials on page 5.*

## **INSTRUCTION AND ASSISTANCE**

- Consultations, reference transactions, workshops and instruction will be provided remotely in order to support physical distancing goals.
- Microforms and government documents will be by appointment in order to minimize the number of people in library spaces and promote physical distancing.

## **EVENTS AND PROGRAMS**

- All events sponsored or co-sponsored by the University Libraries or any unit of the University Libraries will be virtual.
- All library instruction, including open-registration workshops, will be virtual.
- Groups from outside the University Libraries may not reserve or use meeting rooms in any library facility for in-person, non-instructional events.

# UNIVERSITY LIBRARIES **FALL RE-ENTRY PLAN**

## Need additional information?

We know that members of the Carolina community have different research, learning and teaching needs. If your question is not addressed here, or if you need assistance with library materials or services, please contact us:

- Library chat services and email inquiries: [library.unc.edu/ask](https://library.unc.edu/ask) or [asklib.hsl.unc.edu](mailto:asklib.hsl.unc.edu)
- Contact a subject specialist by discipline: [guides.lib.unc.edu/sb.php](https://guides.lib.unc.edu/sb.php)
- General inquiries about re-entry plans: [libraryreopening@unc.edu](mailto:libraryreopening@unc.edu)