

LIBRARY PROCEDURES FOR TERM 4

Below are the procedures put in place to provide safe and best possible practice for library patrons and staff. All these procedures will be reassessed during the term.

THE LIBRARY SPACE

The library will be open before school at 8.30, during Recess and Lunch, and briefly after school. The Library staff or cleaners will disinfect tables after recess, lunch and at the end of the day.

Students and staff will be asked to use the sanitiser when they enter and leave the library.

Students and staff are asked to practice social distancing in the library. There are distance markings at the front desk and photocopier for patrons to respect.

Students may not sit at or use the library computers; they may bring their own computers to use in the library.

The library will have a limit of 30 patrons at any one time, at that point the door will be closed and students will be asked to wait patiently outside.

There will be only 2 students at each table. Students are not to gather in groups, and not to gather at the front desk.

At the moment our Library Monitors will not be working in the library.

There will be no games available for use in or borrowing from the library.

Classes may be booked into the library but must remain in one area.

RETURNS AND BORROWINGS

Book returns will be placed in a trolley and 'isolated' for three days, these will then be returned out of names, wiped, and shelved.

Students will not be able to browse the shelves for books as this usually requires a lot of handling, so students are to use the **Oliver Library Resources** link on Compass to browse the collection selecting the books they would like to borrow and putting a *Reservation* on them. Students will need to be logged in to enable reservations. See Ms. FitzGerald if this is a problem. At the end of each day Library Staff will find the books, put them in your name, and have them ready for pick up from the front desk - a "click and collect" system. The books will be held for 1 week then returned to the shelves if not collected.

No laptops or other equipment will be lent for the rest of Term 4. Students are expected to bring their own, fully charged, every day. Students may speak to the school about accessing a personal laptop.

Class teachers will have access to the ipad sets but these will be wiped with disinfectant cloths before returning to the library.

No Class Sets will be lent for the rest of Term 4.

READING ROOM

The Reading Room will be closed for the rest of Term 4. Classes may be booked into the library areas for book talks and borrowing, but students may not browse.