

Khazar University Pandemic Library and Information Service Guide

General safety precautions will be followed during all phases of this pandemic as long as there is a threat of risk of illness to our employees, patrons or the most vulnerable members of the Khazar University Community.

General Safety Precautions

1. Providing disinfectant and sanitation products for workers to clean their workspace, equipment.
2. Requiring hand washing or sanitation by workers at appropriate places within the business location
3. Training staff on the proper implementation of safety procedures.
4. Providing personal protective equipment as available and appropriate to the function and location of the worker within the business location.
5. Implementing online working for all possible workers. Implementing staggered shifts for all possible workers.
6. Holding all meetings and conferences virtually, wherever possible.
7. Prohibiting handshaking and other unnecessary person-to-person contact in the workplace
8. Encourage social distancing of patrons while present on a library's leased or owned property.
9. Increasing physical space between workers' worksites to at least 1.5 m

Information Services:

1. **Internet Access:** Provide access to Khazar University library digital resources from home.
2. **Digital Materials:** Purchase, promote and make available as many digital materials as possible, including e-books, e-audiobooks, databases, and digital magazines.
3. **Programming:** Transition programming to a virtual environment (Facebook Live, Instagram Teams, Zoom, etc.) for vital connection and learning opportunities with patrons.
4. **Physical Materials:** Physical materials will be quarantined a sufficient amount of time.
5. **Marketing and Outreach:** Promote their services through advertising channels and partnering with other community organizations during this time.
6. **Physical Locations:** LIC buildings should be closed to the public during this phase.

Staffing:

1. During substantial community transmission levels, only two or three staff members Khazar University LIC will be allowed in a building at a time, in order to provide minimal basic operations.
2. During moderate community transmissions levels, a minimal amount of staff should be present in a library building at any one time.
3. When handling returned library materials, staff should wear gloves and avoid touching eyes, nose, and mouth. Materials that have been quarantined for an adequate amount of time may be handled without gloves.

What LIC Can Do Remotely

Bridge the Digital Divide

- Expand Access to e-books, Databases, and e-resources by increasing *access* our library's e-resources 24/7:
- Provide access to the fee digital resources from home, using the credentials
- Provide access to free full text documents by DSpace platform
- Inform Khazar University community by Faculty Focus free newsletters that publishes articles on effective teaching strategies for the online and college classroom.
- Reach out to patrons to say hello or write hand-written thank you notes to library supporters.
- Check out the news story about the Khazar Library & Information Center via university website.

Communicate that the Library is an Essential Service

- Explore other libraries' websites for creative ideas for our website, communications, and virtual programs/services.
- Determine how the library can promote remote services best to Khazar community.
- Reach out to your local news to have your library featured.

Connect with Khazar Community on Social Media

- Check out these Facebook pages for inspiration:
[Khazar University Media Center](#)
[Khazar University Library & Information Center](#)
[COVID -19 Центр информации](#)
- Create reading, viewing, and listening lists.
- Publish a blog with book reviews and recommendations.

Preserve Khazar University Local History

- Create a community archive of journal entries, photos, university news and stories
- Virtual book exhibitions

Promote Self-Care

- Be kind to yourself and take good care of your health and staff's health.
- Create a basic needs information guide for Khazar University community.

Serve as a Recovery Center for the Community

- Provide Information for Khazar University staff about COVID-19, financial assistance, and mental health, using Dspace and website.

- Identify opportunities for community engagement by reviewing websites and social media, city agencies, and local community-based organizations.

Stay Up-to-Date Professionally

- Check out the innovative IEEE eLearning Library web-based services enable you to get up-to-date quickly on emerging technologies and trends.
- Catch up on professional reading: local and American Libraries Magazines.
- If you are very ambitious, publish a blog post or professional journal article

Library and Information Service During Open Buildings

Preparing for re-opening:

1. Starting to make plans for gradual reopening when rules, permissions and library buildings and resources themselves permit this to happen safely and making necessary changes to library policies. Carrying out a risk assessment, focused both on library activities and the wider situation, can be a key part of this.
2. Setting limits on numbers of people using the library at any one time, and establishing how to enforce these (for example through advanced booking, ticketing, or using other means of counting numbers of users), as well as preventing situations where people may gather closely together, for example LIC will be used limiting furniture, keeping reading rooms closed, or continuing to postpone programming
3. Implementing regular cleaning processes (including through short closures of the library), especially focused on surfaces where the virus appears to be able to last for longest (plastics, metals other than copper), or at least intensifying cleaning.
4. Developing click-and-collect or drive-through services in order to allow access to books without human contact
5. Ensuring that staff have the equipment and training necessary to stay safe, including consideration of screens if necessary, limiting contact as far as possible and enabling work from home for as long as possible, and provide regular updates
6. Making clear when it is impossible to open safely, and otherwise ensuring that those taking decisions understand the nature of library spaces, including through a gradual approach to resuming services only when each one is safe
7. Continuing to promote online services and resources in order to limit numbers looking to visit the library
8. Communicate clearly about all any new rules to library users, both online and onsite, and provide regular updates
9. Ensuring that plans are in place for a potential return to lock-down in case of new peaks in infection rate

Information Services:

1. Limited access to library buildings is acceptable if accompanied by the implementation of social distancing measures, including offering video/audio of events, canceling all gatherings of

more than 10 individuals, limiting the number of patrons in the building at once, using tape to separate patrons during checkout, and/or plexiglass barriers for high-use areas. Other precautions may also be utilized.

2. Provide many in-person services by appointment, including reference and copying services.
3. Computer use will be restricted in order to facilitate proper sanitation of computer devices.

Staffing Practices:

- 1 . Remote work should be encouraged when feasible.
2. Limits on the number of staff in place and monitoring of staff for signs of illness should continue.