

COVID-19/Fall 2020

Library Info

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Changes in Library Spaces

The following changes are in effect due to COVID-19:

- **Classroom LIB 100 is set up in the northeast corner of the library's main floor.** The tables and chairs are set up to allow 6-foot distancing between individuals. Only marked seats should be used. Please do not move the furniture in this area.
- **Furniture throughout the building is spaced to allow for 6-foot distancing.** Furniture should not be moved. At tables with multiple chairs, only marked seating positions should be used.
- **Current periodicals have been moved near the library entrance.**
- **Computers have been separated** to allow for distancing between machines.
- **Some of the children's literature bookshelves have been moved** in front of the green wall.
- **Study rooms will be restricted to 1-2 students.**

Changes in Procedures

The following procedures are in effect due to COVID-19:

- **Faculty, staff, and students will be welcome to browse the bookshelves, but we will also continue the pickup service** we used this summer. Faculty, staff, and students may place holds in the catalog (or email us with a list of books), and we'll pull them from the shelves and have them ready for pickup. (Note: This may take up to one business day, so pulling and checking out books on your own will be the best option for immediate needs.)
- **Returned items will be quarantined for 72 hours before being checked in.** Fines will not be charged while the items are under quarantine.
- **Digital copies of reserve items are encouraged.** Please contact the library to see if your reserve materials can be purchased as electronic versions.
- **For paper copies of reserve items, current periodicals, and makerspace equipment: Handwashing, hand sanitizer, and wearing gloves will be encouraged.**
- Students who are in isolation and unable to come to the library may **contact us for scanned/emailed copies** of needed materials.
- **We will not be offering free evening coffee** as we have in the past.
- **Library hours may have to be adjusted** if staff become ill or are put under quarantine.

Interlibrary Loan (ILL)

- **ILL service will be sporadic** throughout the fall 2020 semester, as not all institutions are resuming lending of materials yet.
- **Plan extra time for ILL requests to arrive.**

What if we have to go back to all-online learning?

When we quickly changed to online learning in the spring, many publishers made resources available for free for a limited time. Most of those special provisions have expired, so what will we do if we have to go back to online learning?

- **Request digital copies of books that your students** need for their research or required reading. Linda can check to see if they are available to purchase through our Discovery search or Overdrive collection.
- **Use a [Fair Use Checklist](#)** to see if materials can be scanned or copied for students.
- **Let students know that we would again be willing to mail books** to them. If they know their research topics and have enough warning before leaving campus, encourage them to check out books so they can do their research from home.
- **Let us know if you have other requests or ideas** for continuing service to our students, and we'll see what we can work out for their benefit.

Best Resources for Online Learning

Consider using these resources for online teaching and learning:

- **Discovery for articles, ebooks, and other digital resources.** (2nd search box on [main library page](#)) Off-campus users may have to log in with their Portal credentials to access these resources.

A screenshot of a search interface titled "Search for Electronic Resources: Discovery". Below the title is the subtitle "Electronic journal articles, ebooks, and more.". There is a search bar with the placeholder text "Keyword" and a dropdown arrow. Below the search bar is a red button labeled "Search".

Search for Electronic Resources: Discovery

Electronic journal articles, ebooks, and more.

Keyword | ▾

Search

- **ILL digital articles through MNLINK** if not available through MLC databases. (Hint: Use the Articles tab.)
- **Curriculum Builder** for importing library database articles into Moodle.
- **Overdrive ebooks and audiobooks.** (Use [library account](#) barcode and password for login.)
- **Contact the library to request scanning** of materials. (Determine whether your use falls under fair use by using a [fair use checklist](#).)
- **Request online tutorials, handouts, etc.** for teaching your students how to use specific elements of the library. We'll be working on some general ones, but you can also request specific topics and we'll put something together for you.

Best Resources for Face-to-Face Learning

- **Have students use the library!** Library anxiety is a real thing for some students. Some don't know how to find a book on a shelf or how to check out a book. We can raise our eyebrows and wonder, "How can this be?" but the bottom line is that we need to meet them where they are and help them figure it out. As I read once, we need to work with the students we have, not the ones we wish we had.
- **Consider an early-college-career assignment that gets them in the library** and is easily successful, even if it's as simple as locating a book in the catalog, finding it on the shelf, and checking it out. Library staff are always ready to help.
- **Be aware of our special spaces**, like the music room and curriculum library. If you don't make it to the library often, come over and take a look at the rearranged spaces, or ask us for a quick tour. Maybe you'll find something new that will be useful for your teaching.