

IEAA LIBRARY – Spring 2021

COVIDS-19 Guidelines

NOTE: If you **do not feel well for any reason, stay home!**

Library Hours:

The library will be open Monday through Friday 10:00 a.m. – 4:00 p.m.

Users are limited to two-hour library sessions. See below for details on reserving your time.

There will be no evening hours.

Access to the Art & Communication Bldg. is through the automatic door at the southwest corner of ACB only. Other doors remain locked.

Saturdays: Until campus operations on weekends increase, there will be **no Saturday hours.**

Library Occupancy (maximum of 3 persons)

GA Librarian: 1

Library Users: 2

Lockers

Per standard procedure, backpacks may not be brought into the Library. Please leave your backpack in your locker and bring only materials you will be using into the Library.

Students may leave them in the hallway outside the library door.

Access Route to IEAA Library

Enter and exit the IEAA Library through the corridor.

Due to its narrow proportions, only one person should pass through the corridor at a time.

Leaving the library – must be staggered

This may occur naturally, as students finish their work. Otherwise they will need to communicate with the others in the library to arrange who leaves first, etc.

Scheduling Library Users

Users will **sign up online** to reserve their **two-hour** time slot using SignUp.com.

URL: <https://signup.com/go/bcVRPMh>

Reservation requests must be submitted no later than 10:00 p.m. the day before the library visit is to take place. Reservations may be made up to 2 weeks in advance of your visit.

Email questions to ieaalib@memphis.edu. You may also call the Library during open hours at 901-678-2384.

Reservations will be monitored by GA Library staff (Kat Consola and assistant) to prevent conflicts and prioritize access, if needed.

Arrival times are staggered to prevent overlap as users enter the library through the narrow corridor outside the IEAA Library

Librarians: arrive on the hour

User 1: to arrive at hour + 10 min

User 2: to arrive at hour + 15 min

Ad hoc / Drop-in visits are possible

It may be possible to get into the library on the day of your visit if there is an unreserved time slot.

Procedure: The student must 1) check the online reservation schedule at <https://signup.com/go/bcVRPMh> to confirm that a time slot is available. If so, the student must then 2) clear the visit with the librarian on duty via telephone by calling 901-678-2384. If cleared by the librarian, the student will then 3) email the requested reservation time to ieaalib@memphis.edu.

Users who skip appointments will be allowed two unexcused absences, then the privilege to use the library may be revoked.

Library Users PPE

Wearing of face masks covering the nose and mouth is required at all times. Visitors are expected to bring their own. Users who do not have a mask will not be permitted to enter the Library.

The IEAA librarian may be able to provide a disposable face mask, if needed, if someone with a reservation has forgotten to bring their own.

Other Protective Measures

Hand Sanitizing Wipes:

A package of hand sanitizing wipes is available near the entrance to the IEAA Library. This should be used upon entering the library, unless the student has washed their hands just before entering the library. Touching lockers, etc. obviates “clean hands.”

Note: Hands must be completely dry before touching books, hand sanitizers may leave residue even when dry to the touch.

Sanitizing Wipes:

May be used by library users to clean hard surfaces (tables, chairs, drawer fronts, etc.) at the start of each work session.

Sanitizing Spray:

May be used by librarians to clean cloth surfaces (chair seats and back) at the start of each work session.

Social Distancing:

As much as possible, individuals should stay 6 feet away from other library visitors and the librarians.

Library Layout and Pathways

Librarian’s Station

The librarian will sit at the librarian’s worktable in front of the central west window facing the entrance to the library.

Users' Stations

One library user will sit at one end of the small table at the south side of the library and one user will sit near the north end of the large table.

If there are back-to-back users, the second user will sit in a different chair at the large table.

Pathways

The IEAA Library is a rather restricted space, so maintaining social distances will require people to watch out for each other as they move about the library.

The space between the end of the librarian's table and the reference books has been blocked off to prevent passage by users. Black plastic stripes on the floor indicate where students should stop.

Accessing Books while Social Distancing

If someone is looking for a book that is located within six (6) feet of another person, the following procedure will be used:

- 1) The "seeker" will check the Student Study Shelves to see if the book is located there, if not –
- 2) Based on its call number, the "seeker" will ask the person located within 6 feet of the book/journal to see if it is on the shelf near them. The "seeker" will maintain a distance of 6 feet from the other person.
- 3) If located, the "finder" 1) removes the book from the shelf, 2) fills out an orange pull card from the stack located near their chair and 3) places the card where the book was located, 4) walks the book over to the unused Librarian's desk, and 5) places it on top of the desk, maintaining appropriate social distance.
The "finder" returns to their work area.
- 4) The "seeker" retrieves the book from the librarian's desk and returns to their work area.

Reshelving Books and Recycling Book Removal Cards

As normal, visitors will place books to be reshelved on top of the low (3') bookcases in the Journal section.

Card Catalog

The most heavily-used resource in the library is the card catalog. Users should maintain social distances around the catalog and use hand sanitizer/wipes after handling the cards.

Scan Requests

Submission:

Before submitting a scan request to the IEAA, patrons should submit the request to UofM Interlibrary Loan (ILL). If the book is older, patrons should also check digital resources, such as archive.org to see if they can obtain a copy of the publication.

Requests for scans of book chapters and journal articles in the holdings of the IEAA library may be submitted on the usual paper forms available in the library or via email to ieaalib@memphis.edu.

The digital Scan Request form to be filled out by library patrons is available for download at <https://www.memphis.edu/egypt/resources/ieaalib>. The form must be filled out completely, including scan resolution and requestor's email address.

Scan requests must be approved by the faculty librarian, per standard policy.

No hardcopies (e.g. photocopies) will be made this semester.

Fair use restrictions will be followed when granting scan requests of copyrighted materials.

Processing Time:

Scan requests turnaround will vary from 1 – 4 days, depending on when the request is submitted and the volume of requests.

In Case of Illness:

If a library user cannot access the library within a reasonable period of time due to illness, they should contact Dr. Podzorski and explain their situation. Upon approval, the student will be put in touch with one of the Librarians who will help them with remote access to resources.

Art Department Policies:**Masks and Face Coverings**

All individuals are required to properly wear a face mask or face covering, completely covering nose and mouth, at all times while on University premises, including outdoor campus spaces, except when eating or for graduate students when alone in a private studio. Note: If you share a studio with one or more other students, or if you are using shared equipment (even if you are alone when using the equipment), you must wear a mask at all times. Failure to follow University masks and face covering policies may result in the loss of privilege to physically attend classes or be on campus. Instructors will enforce University policy and will contact the Dean of Students after a student offense is repeated.

Handwashing and Sanitizing

Graduate students must wash hands often with soap and water for at least 20 seconds especially after being in a public place, after blowing their nose, coughing, sneezing or touching their face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol. All surfaces of the hands should be rubbed together until they feel dry. People should avoid touching their eyes, nose or mouth, and should wash their hands after touching their face.

Gloves

Gloves are not necessary for general use and do not replace good hand hygiene such as hand washing. Should you elect to use gloves as part of your PPE (Personal Protective Equipment), be sure to properly remove and dispose of them and thoroughly wash your hands after each instance of use, e.g., cleaning a potentially infectious surface, receiving a delivery, or handling students' assignments or other materials.

Coughing/Sneezing Hygiene

If graduate students are in a private setting and do not have on their face mask/covering, they should always cover their mouth and nose with a tissue when coughing or sneezing and then throw used tissues in the trash. They must immediately wash their hands and/or use hand sanitizer as noted above.

Symptom Monitoring

Anyone experiencing a temperature of 100.4 degrees (F) or higher or who has any of the following symptoms: Fever or chills (repeated shaking with chills), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose or GI symptoms (nausea, vomiting and/or diarrhea) must stay home and NOT go to the Department of Art buildings, and/or their studio or other work area.

Whether tested on campus or elsewhere, if a UofM graduate student tests positive for COVID-19, the student should contact the Dean of Students Office at deanofstudents@memphis.edu. Staff will guide the student through University protocols and provide available resources. Student Health Services will contact students for next steps to include isolation/quarantine requirements. Students may contact Student Health Services at studenthealth@memphis.edu, 901.443.1397 or 901.443.6438 with questions or concerns.

Testing

The University of Memphis is opening a COVID-19 Testing Center for only UofM students, faculty and staff who are exhibiting symptoms beginning August 17. Located at the Central to the Arts Hub, formerly the Visitors Information Center at the corner of Central and Patterson, the Center will be open Monday, Wednesday and Friday from 9 a.m. - 2:30 p.m. Test kits and processing are provided at no charge by the State of Tennessee and funded by Federal COVID-19 relief funding.

