

The Lewis Library: Fall 2020 Updates

As the University begins the Fall semester, the following information will be useful when utilizing the Lewis Library's space, collections and resources. All measures below have been taken to maximize the health and safety of everyone at the University, while still providing constant opportunities for research, material acquisition and information literacy curriculum for your courses.

The Library Staff will be returning to the campus, with a modified schedule (Monday – Friday 8:30am – 5pm) beginning Monday August 17th, to prepare for Fall. The Library will be open to all Lewis Community Members beginning Monday August 24th.

Please find information below about the Library's hours of operation, physical space and resources. Feel free to send any questions to Andrew Lenaghan at: alenaghan@lewisu.edu

Physical Library Space

Hours of Operation

- During Welcome Week, the Library will be open:
 - Monday Aug. 24th – Thursday Aug. 27th 7:30am – 9pm
- Beginning Sunday August 30th, through Thanksgiving Break, the Library will be open:
 - Sunday 10am – 10pm
 - Monday – Thursday 7:30am – 10pm
 - Friday 7:30am – 5pm
 - Saturday 9am – 5pm
- **All hours are subject to change as we move into the Fall Semester. Updates to hours will be posted on the Library website, social media and University app.**

Entrance / Exit of Library (1st and 2nd Floors)

- Entrance and Exit of Library will only be through campus side doors (**designated with an “entrance” and “exit” sign to reduce cross traffic and interruptions in walkways**), facing the Sancta Alberta Chapel AND the **north** elevators on the 1st and 2nd floors of the LRC.
- The middle elevator in the LRC will only be accessible from the basement, ground and 3rd floor of the LRC. This is to mitigate walk through traffic from the campus side to the opposing parkway entrance/exit of LRC.

Service Desks / Point of Contact with Lewis Community Members

- Each service desk (Circulation, Research, Research Consultations, IT Help, 2nd floor entrance/exit station) will have plexiglass placed in front of it. The Circulation Desk will be equipped with scanners for users to checkout physical materials on the opposite side of the plexiglass, so there is no handling of user's personal ID's or materials by the Library Staff.
- Printer station will have markers on the floor to designate 6ft spacing, while waiting to release print jobs. **The Library is strongly encouraging that all faculty and instructors consider electronic submission of course assignments by students, rather than physical copies, to lower the opportunities of COVID spread through the handling of multiple physical items by multiple people.**

Seating/Space usage/Study Rooms

- All seating on the 1st and 2nd floors is reduced by 50%. Some chairs, benches, study carrels, will be removed to provide successful safe physical distancing.
- All group study rooms will be closed, as there is no opportunity to practice safe physical distancing, due to each room's dimensions.
- Individual study carrels will be available for students needing a quiet space to participate in their online courses while on campus. Additionally, disposable headphones will be provided for all students upon request.
- The Library Vending area will not be open during the Fall 2020 Semester.
- Food and/or drink **will not** be allowed in any part of the Library space.

Computer Terminals

- The "Open Lab" (middle of the 1st floor) and the "South Lab" (near the restrooms on 1st floor) computer terminals will be reduced by 50%.
- Each available computer terminal will have a disposable keyboard cover that users will place on themselves when working. After each computer use, we are asking that the keyboard cover be removed and disposed of and the station be cleaned with provided disinfectant materials. Both covers and disinfectant will be available in each computer lab.

Access to Library Collection and Resources

- The Library's online collection of e-books, academic research databases, streaming videos, etc. will be available 24/7 through the Library's website and [new discovery tool, Primo](#). Access to the Library's physical collection will be available during our open hours.
- **All physical materials being returned to the Library will be placed in quarantine for 72hrs. This means materials will not be available to another patron, immediately upon their return. Once materials have passed the 72hr period, they will be placed back on the shelves.**
- **Interlibrary Loan** for physical materials will be available beginning **Monday August 24th**. All electronic interlibrary loan is currently available and will continue to be throughout the Fall 2020 Semester.
- **Course Reserves** will be available, however due to the quarantining measures above, we are strongly encouraging all faculty and instructors to review their reserve holdings in an attempt identify any materials which can be converted to an electronic copy (within copyright compliance), that then can be made available through Blackboard course shells.

Library Instruction and Research Services

The Instruction and Research Librarians are offering the following virtual options for all library instruction in the Fall 2020 courses:

- **Synchronous virtual classes** via the video conferencing tool of your choice (Zoom, WebEx, Collaborate, or another platform).
- **Hybrid (flipped) option** – students complete an asynchronous tutorial before class, followed by a synchronous follow-up with a librarian virtually coming to the course via the video conferencing tool of your choice (Zoom, WebEx, Collaborate, or another platform) to answer questions.
- **Asynchronous** pre-recorded video on the topic(s) of your choice
- **Asynchronous student-driven tutorial** (includes videos) covering the topic(s) of your choice with an option for students to receive a certificate of completion.
- **In-Person – only under circumstances when no other options will work.**

Please fill in [this form](#) to schedule a library instruction session with your class. **If you would like us to create a research guide for your class, or have any questions, please contact Kelley Plasske, Head of Library Instruction and Research at plasske@lewisu.edu.**

The following Research Consultation options will be available for the Fall 2020 Semester:

- **Virtual Research Consultation Appointments** will available during the Library's hours of operation via Zoom, which includes a screen sharing option with an Instruction and Research Librarian
- **Drop-in research assistance** with chat or text (this also includes the option for screen sharing via Zoom) will be available as well during the Library's hours of operation
- **We are strongly encouraging virtual instruction and research interactions this Fall. However, if there is no other option, we will be available, by appointment, for face to face. In these instances, we are asking that each patron bring their own laptop and remain 6ft away from the Librarian while working with them in the Library.**

The Writing Center

- The Writing Center will begin the Fall 2020 semester by offering remote appointments, including feedback through email and feedback over the phone.
- Once we begin face-to-face appointments in the Center, safe physical distancing will be practiced including the use of face coverings by tutors and students, a limited number of face-to-face appointments at all times, and the cleaning of work areas before and after each appointment.
- To prevent the sharing of materials between writers and tutors, we will ask all students to email their papers to the Writing Center inbox prior to their appointment so that their tutor can print their own copy of the paper. Writers will then be required to bring in their own copy or laptop to view the paper.

