



# Reopening Library Facilities

for Users and Library Employees

This document summarizes the UC Davis Library's plan for reopening library facilities for users and library employees for the Fall 2020 academic term.

## Context

This plan was drafted by a library team comprising senior leaders, human resources and communications managers, department heads and supervisors of user-facing library operations, and facilities and IT personnel.<sup>1</sup> It relies on campus guidance as collected at [Campus Ready](#), extensive consultation with individuals and offices across campus, the experiences of other libraries, and recommendations published by relevant professional and aligned organizations.

As currently envisioned, campus will operate in a hybrid mode in the Fall, with most instruction remote and a limited number of courses approved for on-campus, in-person components according to guidance issued by the [Academic Senate for instruction](#) and by [Graduate Studies specific to graduate education](#). Campus expects 50 percent of undergraduate students and 70 percent of graduate students to live in Davis and its surrounding communities, including on- and off-campus housing, for a total of between 23,000 to 25,000 students. Research activities proceed as guided by [Guidelines for UC Davis Research Ramp-Up/Ramp-Down](#) and other instructions issued by the campus [Office of Research](#). Finally, campus expects that all employees who can work from home should do so.

## Guiding Principles

The library's reopening plan is grounded in several overarching guiding principles, namely:

- Protect the health of library users and library employees.
- Rely on campus guidelines to minimize the transmission and spread of virus and disease.
- Support both those who are on campus and those working or studying remotely.
- Provide access to both electronic and physical library collections to the maximum extent possible, for the greatest number of users, in each phase of campus operation.
- Configure space and services to promote compliance with health and safety protocols and guidelines.

Nearly all of the specific actions described in the plan are grounded in these principles. For instance, the principle "configure space and services to promote compliance with health and safety protocols and guidelines" provides for setting up the building to make it easy for users to exercise healthy and safe behavior. Rather than taping over or putting signs on chairs intended to be "out of service" to provide for physical distancing, which might be disregarded and result in compliance issues, we are simply removing and storing furniture.

## Framing Considerations for Opening Library Facilities

Framing considerations for reopening library facilities include:

- The need to have selected library employees working onsite to perform essential work supporting campus instruction and research and provide for facility maintenance and security;
- Providing access to physical library collections; and
- Campus' need for study and work space for students on campus or living in Davis (or, regarding Blaisdell Medical Library, for the UC Davis Health community in Sacramento).

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Opening library facilities to student users is dependent solely on the number of students resident in Davis and the campus's need for them to have places to work and study. Even were all instruction entirely remote and online, to the extent predictions are accurate there are many students resident in Davis, in either housing provided by campus or third parties in the community, campus at this point expects all of Shields to be open to provide students with space to study and work--climate-controlled space with high-quality wireless network access and appropriate furniture. The facility's operating schedule is abbreviated initially to 8 AM-8 PM, Monday-Thursday; 8 AM-6 PM, Friday; and Noon-6 PM, Saturday and Sunday; were demand to suggest expanding hours, we will consider doing so contingent on available personnel.

Were there to be fewer students in Davis, a smaller Shields footprint--either the current Study Room configuration (35 seats) or the Main Reading Room Plus configuration (110 seats)--might be appropriate rather than opening all of Shields (808 seats including those in individual studies and carrels assigned to specific faculty members and graduate students).

### **Library Coronavirus Policy**

Opening library facilities during the pandemic situation entails many presumably temporary changes to operations, such as limiting access to UC Davis students and employees (i.e., faculty and staff), and prohibiting food and drink. Rather than re-write or modify multiple policies, the [UC Davis Library Coronavirus Policy](#) serves as an umbrella provisional statement for the current situation.

Until the Davis campus returns to [normal operations](#) under Stage 4 of the [Yolo County Roadmap to Recovery](#) plan, the UC Davis Library Coronavirus Policy supersedes aspects of multiple policies collocated at [Library Policies](#), including [Abuse of Library Privileges](#), [Carrels and Lockers Use Policies](#), [Code of Conduct](#), [Computer Use Policies](#), [Food and Drink in the Library](#), [Library Material Use Policies](#), [Non-Affiliate Access to UC Davis Library Collections](#), and [Study and Collaboration Room Reservation Policies](#).

These policy items may be modified as needed during the public health emergency.

## Library Coronavirus Policy

- Access to library facilities is limited to UC Davis employees and currently enrolled students. Users will swipe their campus ID to enter library facilities.
- Library users must also show the APPROVED results of their daily symptom survey before entering.
- Campus public health and safety guidelines will be enforced at all times when entering, inside, and exiting library buildings, including but not limited to face covering, maintaining physical distancing (minimum of six feet/two meters), adhering to posted paths of travel, and following any other instructions provided by library or other campus employees or posted on library or campus websites, signs, or other notices. In case of conflicting information, library or other campus employees are responsible for determining applicability.
- Library furniture has been arranged to promote physical distancing, with seating situated to provide for at least six feet/two meters of space between users in all situations. Furniture may not be rearranged so as to breach physical distancing.
- Consumption of food and drink (except water from covered containers) is prohibited.
- The entirety of all library facilities is designated "quiet study" only.
- All group study rooms are closed.
- Any library user who fails to comply with these guidelines will be reminded to do so and provided a face covering if needed. Library users who continue to fail to comply will be asked to leave the premises and escorted out if necessary, have their name recorded, and be prohibited from future access to library facilities. Additionally, non-compliant students will be referred to the student judicial process, and supervisors of non-compliant employees will be notified.
- Access privileges may only be restored following a hearing with a designated library employee; contact [library@ucdavis.edu](mailto:library@ucdavis.edu) for information.
- Library or other campus employees may decline to provide service to users who are not complying with campus public health and safety guidelines.
- Library or designated campus employees are responsible for enforcing library policies.
- Please send any questions or comments to [library@ucdavis.edu](mailto:library@ucdavis.edu).

## Operational Changes

[Coronavirus: Library Resources and Services](#) is a special webpage established to collocate the library's ongoing services and plans for the Fall term.

Generally speaking, library programs are provided online or remotely to the extent possible. Library facilities are open to support both a limited number of employees working onsite, all of whom can be identified and supported directly, and a potentially very large user community consisting mostly of students.

Study spaces are reconfigured to align with campus and public health guidelines around physical distancing. Face covering and physical distancing are mandatory at all times and in all situations and will be enforced to the extent possible by library employees.

**Physical library collections** are circulable to the extent permitted by the ongoing arrangement with HathiTrust for emergency digital access to the UC collection. The library continues to ship books to and scan articles/chapters for students, clinicians, and researchers who are unable to come to campus; we are providing self-service pickup of collection items from unattended in-facility locations to complement the usual procedure of bringing items to circulation desks. Protocols are also in place to limit handling of physical library collections and divert items that may have been handled to quarantine. The quarantine protocols isolate collection items for seven days between potential contacts by employees or users.

**Facility-based (i.e., non-exclusively virtual) user services** include access to physical collections, access to study and work space, and a limited number of user-facing programs (specifically, Access and Delivery Services, Archives and Special Collections). **Library virtual services** — including instruction, research and data management consultation, general research support, interlibrary loan and document delivery — will continue to be available.

**Peter J. Shields Library** is open with reduced hours and limited in-person service; access is limited to UC Davis students and employees. Shields is open as of Thursday, September 24 — several days in advance of the start of the Fall term on September 28. The planned schedule is Monday-Thursday, 8 AM-8 PM; Friday, 8 AM-6 PM, and Saturday and Sunday, Noon-6 PM. This schedule is based on an expectation there will be fewer students in Davis than typically; it will be adjusted as needed. Additionally, the 24-Hour Study Room — which was not open 24/7, only Monday-Friday, 10 AM-6 PM, in August — closed when the rest of Shields reopened on September 24. The loss of seating is minimal (35 seats in the room's current physically distant mode), and, were it open, the room would present another entry to manage.

Shields is configured and operated to foster healthy and safe behavior. Furniture — desks, tables, and chairs — has been stored, and the remaining rearranged to provide for physical distancing, resulting in a significant reduction in student capacity for studying and working from 3,200 to 808 total seats (assigned and unassigned). Eating and drinking are prohibited, as is group work.

Given the building's limited capacity and the imperative to avoid crowding, as well as the needs to ensure that all users have approved daily symptom screens (as well as, in November, flu vaccinations), Shields is open only to UC Davis students and employees. Occupancy is capped at building capacity largely determined by the availability of student study seats.<sup>2</sup> Users need to

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<sup>2</sup> Standards for occupancy of communal spaces, such as CDPH and CAL/OSHA's [COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education](#) that suggest limits of 25% of room capacity or 100 people, whichever is less, are impractical for Shields' floorplan of large expanses of open space. (Shields has just five small-group study rooms and they are all closed, as are the Library Instruction Lab, Room 167, and the Library Instruction Room.)

swipe their IDs, or otherwise establish their affiliation depending on the situation, and provide evidence of an approved daily symptom survey to gain admittance. Contact information for all building entrants is recorded for potential tracing purposes. Face covering, physical distancing, and other health and safety protocols are strictly enforced, with serially non-compliant users asked to leave the premises and barred from future entry pending review by library personnel.

Other changes to building systems in Shields Library include:

- Elevator occupancy limited to a maximum of two people for the larger elevators (namely, the main elevators at the northwest corner and the freight/employee-only elevator) and one occupant for all other elevators in the building;
- Prioritization of the cleanliness, disinfection and stocking of Shields' 24 restrooms by campus custodial services, as well as the removal of adjacent sinks and urinals from service to support physical distancing; and
- Drinking fountains taken out of service, while water bottle filling stations remain operable.

**Blaisdell Medical Library** remains accessible only to UC Davis Health badge holders. Expectations related to physical distancing and face covering must be adhered to at all times.

**Carlson Health Sciences Library** is not envisioned to open to users for the start of the Fall term.

**The Physical Sciences and Engineering Library** is [closed indefinitely](#) as a library facility.

### **Alternate Fall Planning**

If campus' posture for the Fall changes dramatically, the library will rely on campus guidance for determining if and how selected library employees work onsite to perform essential work, access is provided to physical library collections, and study and work space is provided for students on campus or living in Davis.

### **References**

The library's reopening plan for Fall 2020 is based on:

- [Campus Ready](#), UC Davis
- [Public Health Policies & Requirements](#), UC Davis
- [Restoring In-Person Services in California's Libraries](#); California State Library
- [Reopening Archives, Libraries, and Museums \(REALM\) Information Hub: A COVID-19 Research Project](#); OCLC, IMLS, Battelle
- [COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education](#); CDPH, CAL/OSHA
- [COVID-19 INDUSTRY GUIDANCE: Retail](#); CDPH, CAL/OSHA
- [COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#); CDPH, CAL/OSHA
- [COVID-19 INDUSTRY GUIDANCE: Museums, Galleries, Zoos, and Aquariums](#); CDPH, CAL/OSHA
- [Interim UC Davis Student Conduct Policy regarding COVID-19](#), UC Davis Office of Student Support and Judicial Affairs
- [Coronavirus \(COVID-19\) Academic Personnel Information](#), UC Davis Academic Affairs