



## HINGHAM PUBLIC SCHOOLS COVID-19 LIBRARY GUIDELINES

The situation surrounding COVID-19 is dynamic and rapidly evolving on a daily basis. This plan seeks to offer guidance in the reopening and safe operation of the school library. Providing library services and materials to students and staff in the safest manner possible is the top priority of the Hingham Public Schools library teachers.

### General Information

In accordance with the Hingham Public Schools Reopening Plan 2020-2021, school libraries will remain closed to in-person book browsing during Phases One and Two. The decision will be revisited during Phases Three and Four.

### Outstanding Library Materials

Books that were not returned at the end of the 2019-2020 school year will remain on student accounts. Reminder notices will be sent home at the beginning of the new school year.

### Browsing for Library Books

Students locate books by searching the online catalog or requesting recommendations from the library teacher. Library staff should ensure that all students and staff are educated on the use of the online catalog and the process for placing books on hold as an alternate method to in-person browsing. Students and staff may request materials by logging into their Destiny account ([library.hinghamschools.com](http://library.hinghamschools.com)), completing the request form found in their Library Google Classroom or school library website, or sending an email request directly to their library teacher.

### Materials Handling

- Elementary Level
  - Library users returning items should place them outside their classroom door, in a designated container if possible.
  - The librarian teacher will collect all returned items daily and place them on a cart to be quarantined for one week.
  - If homeroom teachers have provided a container, the library teacher will spray with disinfectant and wipe down.
- Secondary Level (HMS)
  - Library users returning items should place them in the book cart which is outside the LMC.
  - The library teacher will quarantine all returned items for one week.
  - Homeroom teachers may opt to collect students' library materials in a brown bag (available in the LMC) and drop the bag at the cart outside the LMC or leave it in the LMC mailbox.

[CDC](https://www.cdc.gov/media/releases/2020/s1105-covid-19-survives.html) and [IMLS](https://www.illmls.org/covid-19) guidelines state that the Covid-19 virus can live on paper and cardboard surfaces for twenty-four hours and on plastic surfaces for seventy-two hours. A recent [REALM study](https://www.realmstudy.com/) found the virus

may live six days on materials that are stacked together. Therefore, returned materials in HPS libraries will remain quarantined on a cart for one week. Once the term of quarantine has ended, materials should be checked in and shelved using standard library procedures.

It is not recommended for library materials to be wiped down with disinfectant wipes or put under UV lights. Both are harmful to library materials and may not be effective in killing bacteria ([NEDCC, 2020](#)).

### **Curbside Delivery**

- Elementary Level
  - Library teachers will place a note with the students' names in their requested books and deliver to students' classrooms on their cohort days.
  - Families of remote students will receive an email when their requests are ready. Materials will be kept in the school's main office for pick-up. Families can return materials to the main office for the library teacher to collect.
- Secondary Level (HMS/HHS)
  - Library teachers will place the students' requested books in a brown bag marked with their name/Homeroom and deliver them to the students' Homeroom on their cohort days.
  - Families of remote students will receive an email when their requests are ready. Materials will be kept in the school's main office for pick-up. Families can return materials to the main office for the library teacher to collect.
  - Classroom teachers can have materials delivered to the classrooms on a cart. Students using the books will use hand sanitizer before and after handling the books. Teachers may send their requests for books via email to the library teacher.

### **ILL Materials**

Staff may request materials from other district libraries by logging into their Destiny account ([library.hinghamschools.com](http://library.hinghamschools.com)), completing the request form found on their school library website, or sending an email request directly to their building's library teacher. ILL materials will be sent via interoffice mail.

### **All Students - Choice & Voice**

- Promoting the love of reading and of books is our most important priority.
- Students will have the ability to check out multiple books.
- We will relax the limit of books checked out since some books checked out will be held in quarantine.
- All students will be allowed to check out a book no matter if they have books checked out, books in quarantine, or at home.
- Showing flexibility and leniency in the number of books allowed for check out will put our children first and grow their literacy skills.

### **Resources**

<http://www.ala.org/alcts/preservationweek/resources/pandemic>

[http://www.ala.org/alsc/sites/ala.org.alsc/files/content/professional-tools/COVID\\_Resources2020.pdf](http://www.ala.org/alsc/sites/ala.org.alsc/files/content/professional-tools/COVID_Resources2020.pdf)

<http://cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://guides.masslibsystem.org/COVID19/Youth>

<https://www.ims.gov/coronavirus-covid-19-updates>