

**Prairie State College Library**  
**Reopening Plan**  
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*All plans subject to change based on Federal, State, or College decisions.*

**Phase 1:** With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping. College is closed.

PSC Library is closed and all employees are working remotely if possible. Due dates for materials are extended on a monthly basis, and no returns are being accepted.

**Phase 2 (current phase):** College remains closed. Due dates extended on a monthly basis.

PSC Library is closed and all employees are working remotely. Due dates are still extended. Outside book drop is open and checked weekly. Items are quarantined accordingly.

**Phase 3:** Campus is open to select staff and faculty, and students who need to conduct business, attend class or lab, testing, or to attend an appointment scheduled in advance with one or more offices or persons.

Resumption of limited activities in the library:

- Public services
  - Item hold requests for PSC Library materials only will be processed. Pick up of materials will be in atrium, and handled similarly to public library curbside service. Material pick-up window limited to two hours/day.
  - Only library staff are permitted in the library. Browsing, in-person checkouts, study rooms, and computer lab are not available.
- In-library activities
  - Retrieving items requested via holds and checking out to patrons
  - Processing materials for pick-up
  - Processing returned materials according to quarantine guidelines
  - Processing of new materials delivered during campus closure

Staffing needs: 4 employees per shift. Employees (staff and hourly only) would be divided into two “pods” and work in 2 week shifts on campus and then 2 weeks at home. This would allow for deep cleaning of the library only every two weeks, rather than multiple times a week. Pod A would have the library manager and Pod B would have the library dean. This ensures management is available at all times. Library hours are 8:00 am - 4:00 pm, Monday - Friday\*, with employee shifts extending half an hour on either end.

\*If Phase 3 begins during the summer, the library would be closed on Fridays.

**Phase 4:** Campus is open with distancing and safety guidelines in place. Masks and physical distancing of at least 6 feet is required.

Additional services offered at library:

- Public services
  - Library is open to PSC faculty, staff, and students only. No members of the public are permitted to use the library.
  - Limited capacity; to be determined by availability of computer stations and table spots. A staff member is stationed at the entrance door, similar to a grocery store model. This staffer will monitor flow into the library, as well as provide direction about areas and services available.
  - Material returns and checkouts are available following quarantine guidelines.
  - Reserve materials are not available.
  - Computer lab, scanner, and printers are not available.
  - Some seating at tables will be available, for time-limited use.
  - Quiet study and group study rooms unavailable for use.
  - Browsing in the stacks is not allowed. Materials requests can be filled via online holds, and will be available the next day.
  
- In-library activities
  - Retrieving items requested via holds and checking out to patrons
  - Processing materials for pick-up
  - Processing returned materials according to quarantine guidelines
  - Processing of new materials delivered during campus closure
  - Providing reference assistance via chat

Staffing needs: all staff reporting. Employee pods would continue to work in 2 week shifts on campus and then 2 weeks at home. Part-time and faculty librarians will be added to the pods. Pod A would have the library manager and Pod B would have the library dean. This ensures management is available at all times.

Library hours are 8:00 am - 4:00 pm, Monday - Friday, with employee shifts extending half an hour on either end.

**Phase 5:** Full resumption of services and activities. Staff report according to pre-COVID-19 shift schedule, and library hours return to 8:00 am - 8:00 pm, Monday - Friday, and Saturday 10:00 am - 2:00 pm.