

Adelphi University
Guide for
Returning to Libraries

ADELPHI
UNIVERSITY

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Introduction and Guiding Principles

This **Guide for Returning to Libraries** has been developed in accordance with **Adelphi University's Master Restart Plan in Response to COVID-19**, which can be found on the University's [Restart Website](#).

This document serves to guide our community's Fall 2020 safe return to our libraries following the disruptions caused by COVID-19.

Guiding Principles for Restarting

As stated in the University's Master Restart Plan, Adelphi's policies and protocols for responding to the COVID-19 pandemic and restarting in-person instruction, research and residence life are rooted in two critical concepts:

- Protecting our community's health, safety and well-being
- Preserving our mission to deliver academic excellence, with modifications required for health and safety

Our restart plans apply to all employees, including our leadership and those identified as essential; all our students, including local, domestic and international; and every member of the community who utilizes services provided by the University. These plans are focused on our community's safety and health and are fully guided by our mission to provide a world-class academic experience that is dedicated to student success. They are also flexible in acknowledgment of:

- An evolving public health situation and related expert guidance
- New state and public health mandates, as they become available
- Individual needs of community members, especially those who are vulnerable or cannot travel

Reopening Timeline

Adelphi University will abide by New York state's reopening plan, [New York Forward](#). Informed by this, the University will begin to reopen our libraries on August 22, 2020, and will operate according to New York state's [Phase Four Guidance](#), which began in Hudson Valley on July 7, on Long Island on July 8 and in Manhattan on July 20 and will extend into the Fall 2020 semester, until further notice.

In accordance with the University’s Master Plan, students, faculty and staff are expected to follow policies and guidance for:

- Daily health and symptom screening
- Hygiene and handwashing
- Social distancing
- Restrictions on gathering in large groups
- Required masks, face coverings and essential PPE; bandanas, buffs and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus.
- Staying home when sick
- Respecting the health, well-being and personal experiences of other community members

As the knowledge and understanding of the COVID-19 virus continues to evolve, the University remains prepared to adjust our policies and plans as needed as more information becomes available. In the event that New York state or local health authorities amend statewide or regional orders and guidance, the University will update the guidance and protocols in this plan in accordance with said updated regulations.

Library Changes and Policies

The Adelphi University Libraries are dedicated to providing library resources and services to Adelphi faculty, students and staff for the Fall 2020 semester.

Library users are expected to adhere to all guidelines in the [Adelphi University Master Restart Plan](#). In addition, all users of Swirbul Library or our Learning Center libraries are expected to adhere to the following:

- Traffic patterns have been altered to enable one-way directional flow where possible.
- Visitors should obey all signage. This includes floor decals for distancing and traffic flow, and room and elevator capacity.
- Activities will be scheduled with staggered timeframes to minimize numbers of individuals in the libraries at given times.
- Any visitor without a mask will not be able to enter the building and will be instructed on next steps in accordance with the Adelphi University guidelines.
- To minimize potential exposure, visitors will be asked to limit interaction with each other.
- Collaboration studios can be reserved for one student only. To reserve a studio, please visit [Rooms and Spaces](#).
- Library staff, faculty and students will implement meticulous hand hygiene using soap and water or a [hand sanitizer that contains at least 60 percent alcohol](#).
- Custodial staff will clean and disinfect highly used surfaces regularly in accordance with the University's Master Restart Plan.
- If any student or staff member is symptomatic or has tested positive for COVID-19, the Adelphi University exposure protocol will be implemented in accordance with the University's Master Restart Plan.
- Food is not permitted in the libraries' public spaces and classrooms. In addition, food deliveries are not allowed in the libraries.
- Masks must be worn at all times in public areas. Allowance for removal of masks is in designated food service areas only, which are not in the library.

Only Adelphi University's current students, faculty and staff are permitted in the library. No outside visitors will be permitted until further notice. Although not permitted in the libraries, Adelphi alumni will continue to have access to our library services and resources via virtual options, detailed within this guide.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to keep a safe distance away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

- Stay at least six feet (about two arms' lengths) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Comply with distancing markers where displayed.
- Avoid personal contact, including shaking hands.
- Do not share food or beverages.
- Do not share workspaces that do not accommodate social distancing.
- Avoid unnecessary movement between work areas, building floors and buildings.

Handwashing

In an effort to reduce the transmission of COVID-19, students must frequently wash their hands with soap and water for at least 20 seconds, especially after being in a public place, coughing, sneezing, blowing their nose or touching their face.



If soap and water are not readily available, use a [hand sanitizer that contains at least 60 percent alcohol](#).

Food

Individuals in the libraries will not be permitted to bring in food, have food delivered or consume food.

Face Masks



Individuals will be required to wear masks. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing or proper handwashing.

Disposable masks will be provided by Adelphi, free of charge, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help Adelphi reduce the need to purchase additional masks, which are in short supply. Bandanas, buffs and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus. The fabric design or pattern for cloth face coverings should be appropriate for the classroom and workplace. Cloth face coverings must only be worn for one day at a time and must be properly laundered before using again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS

Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office.))		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable), ensuring the nose, mouth and chin are always covered.
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and at the end of the day. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash at the end of the day or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Study Spaces

To facilitate social distancing, spaces in the libraries have been measured and calculated to determine maximum capacity with six feet of social distancing space.

Please note:

- Seating in the libraries' public areas is limited to follow social distancing requirements.
- Collaboration studios can be reserved for one student only. To reserve a studio, please visit [Rooms and Spaces](#).

For the safety of our entire community, visitors may not move the furniture.

Hours of Operation

All library hours are subject to change.

Swirbul Library

- **August 22–November 25**
 - Monday–Thursday, 7:30 a.m.–11:00 p.m.
 - Friday, 7:30 a.m.–6:00 p.m.
 - Saturday and Sunday, 10:00 a.m.–6:00 p.m.
- **We are evaluating keeping our libraries open until December 21, 2020** based on community need and continuous monitoring of government guidance and the public health situation.

Manhattan Learning Center Library

- **September 2–September 30**
 - Wednesday, 3:00 p.m.–10:00 p.m.
 - Thursday, 3:00 p.m.–11:00 p.m. (9/3 and 9/24)
- **October 5–November 25**
 - Wednesday, 3:00 p.m.–11:00 p.m.
 - Thursday, 10:00 a.m.–4:00 p.m.
 - Friday, 10:00 a.m.–4:00 p.m.

Hauppauge Education and Conference Center Library

Students will not have physical access to the library at the Hauppauge Education and Conference Center. Beginning August 24 through November 25, books can be placed on hold at the library and shipped to home addresses. In addition, small portions of print material can be digitized. All of these requests can be made through **OneSearch** on the [University Library website](#), or by contacting AnnMarie Barbieri, administrative assistant, at 516.237.8610 or abarbieri@adelphi.edu.

Hudson Valley Learning Center Library

Students will not have physical access to the library at the Hudson Valley Center. Beginning August 24 through November 25, books can be placed on hold at the library and shipped to home addresses. In addition, small portions of print material can be digitized. All of these requests can be made through **OneSearch** on the [University Library website](#), or by contacting Nancy Altman, Hudson Valley librarian, at 845.471.3348 or naltman@adelphi.edu.

Hours are subject to change as we monitor evolving New York state and public health official guidance. All University libraries will be closed from 5:00 p.m. on November 25, 2020, through the remainder of the fall term. Virtual support and resources will remain available.

Virtual Assistance

We recognize that, for a variety of reasons, our students, faculty and staff will continue to need remote access to our library resources and virtual support of our library services.

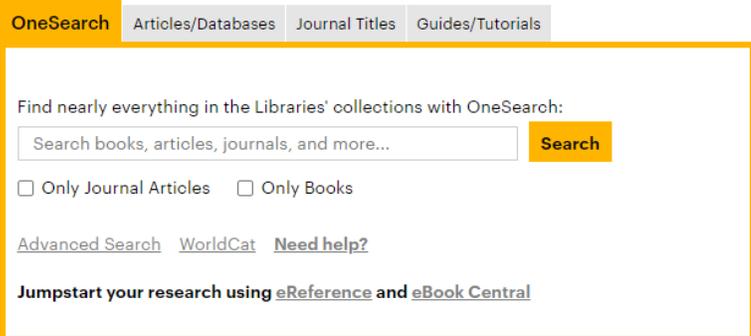
Through our [distance education library services](#), Adelphi University Libraries will continue to provide access to electronic resources (databases and e-books), print materials (via Interlibrary Borrowing) and library services, ensuring high-quality support and academic success without regard to location.

Research Assistance

- **Phone**
516.877.3549
A full library directory is available at <https://libraries.adelphi.edu/contact-and-get-help/contact/>
- **Email**
userservices@adelphi.edu
- **Virtual Appointment With a Librarian**
<https://collabstudios.adelphi.edu/appointments/>
- **Ask a Librarian**
<https://askalibrarian.adelphi.edu/index.php>
- **Chat**
<https://libraries.adelphi.edu/chat/> (available only during the academic semester)

Services Available Remotely

- The [Library Catalog](#)
- All [Electronic Resources](#) (articles, databases, e-resources)
- [Guides and Tutorials](#)
- [Find and Request an Item](#)
- **OneSearch** on the Library Homepage:
<https://libraries.adelphi.edu/>



The screenshot shows the OneSearch search interface. At the top, there are tabs for "OneSearch", "Articles/Databases", "Journal Titles", and "Guides/Tutorials". Below the tabs, the text reads "Find nearly everything in the Libraries' collections with OneSearch:". There is a search input field with the placeholder text "Search books, articles, journals, and more..." and a yellow "Search" button to its right. Below the input field, there are two checkboxes: "Only Journal Articles" and "Only Books". At the bottom of the search area, there are links for "Advanced Search", "WorldCat", and "Need help?". Below the search area, there is a line of text: "Jumpstart your research using eReference and eBook Central".

Library Resources and Collections

To support remote learning, our diverse online collections include a vast array of e-books, databases, journals, audiovisual and other resources which are available on and off campus.

To reduce the potential for contamination of physical items, the libraries' collections are available by request only. We offer three options through our newly enhanced **OneSearch** function on the [library homepage](#), so you can access the materials you need.

Be sure to log in to see all your request and digitization options which can include:

- **Pick up items from the hold shelf**
Our staff will retrieve books and media for you, and you will be notified when they are ready for pickup.
- **Delivery to your home address**
Our staff will verify your mailing address and send items to you via UPS. You can request a return shipping label or drop the item off at any of our libraries.
- **NEW: Digitize a portion of a print book or journal**
Please note that copyright restrictions limit the amount of a work that we can digitize.

Interlibrary Borrowing

In addition to our collection, we provide access to items from partner libraries around the world. If Adelphi Libraries does not have access to the item you need, you can log in to your [Interlibrary Borrowing account](#) and submit a request.

After checking with our partner libraries, the Adelphi University Library will deliver the item to you electronically if available. Please note that, due to the pandemic and until further notice, only electronic articles and book chapters will be processed through the Interlibrary Borrowing system.

If you are still unable to locate the item you need for your research or if you need additional assistance, please contact us using any of the virtual methods listed above.

Course Reserves

If your professor has requested an item to be placed on E-Reserve, it will be available in Moodle. If your professor has placed a physical item on reserve:

- Please visit the service desk in Swirbul Library in Garden City during open hours.
- Please visit the service desk in the Manhattan Learning Center Library during open hours.
- For access to items on reserve in the Hauppauge Education and Conference Center Library, please contact AnnMarie Barbieri, administrative assistant, at 516.237.8610 or abarbieri@adelphi.edu.
- For access to items on reserve in the Hudson Valley Learning Center Library, please contact Nancy Altman, Hudson Valley librarian, at 845.471.3348 or naltman@adelphi.edu.

Print reserves at all locations are extremely limited because of the need to quarantine all material when it is returned.

Returns

Please return library materials either at the service desk or book drop.

If you are unable to access the library, please email userservices@adelphi.edu with your mailing address. We will mail you a prepaid UPS shipping label, return label and packaging to ship your item back to us. No fines are being applied at this time.

All items returned will be quarantined for the period recommended by the CDC before being available to other users.

Archives and Special Collections

Due to the ongoing COVID-19 pandemic, and for the safety of our students, staff and researchers, Adelphi University Archives and Special Collections (UASC) will be operating with reduced opening hours for the Fall 2020 semester and the following guidelines will be followed:

- **Hours**
UASC will be open on Tuesdays, Wednesdays and Thursdays from 11:00 a.m.–3:00 p.m. beginning on August 31, 2020.
- **Appointments**
Appointments are required for all researchers, and only one researcher at a time will be permitted on-site. On-site visit requests should be submitted at least two days in advance. Please do not visit UASC unless you have received a confirmation email.
- **Face Coverings and Handwashing**
All visitors will be required to properly wear a face covering or mask, per University policy, and will be asked to wash their hands thoroughly before any material can be handled.
- **On-site Instructional Classes**
These will **not** be held in UASC for the Fall 2020 term. However, we will work with professors to find alternative methods of integrating primary sources and rare materials into classes.

Remote Support

UASC staff will continue to serve our students, faculty, the Adelphi community and outside researchers remotely by responding to email requests. Please [explore our digital collections](#) and [use our search database](#).

Contacts

- For inquiries about our **University Archives and On-site Visits**, please contact: David Ranzan (dranzan@adelphi.edu).
- For inquiries about our **Special Collections and Instructional Sessions**, please contact: Brian McDonald (bmcdonald@adelphi.edu).
- For inquiries about our **Digital Collections**, please contact: Ashley Kranjac (akranjac@adelphi.edu).
- For inquiries about our **University Art Collection**, please contact: Jon Duff (jduff@adelphi.edu).

Call to Action

In this unprecedented historical moment, University Archives and Special Collections invites the Adelphi community of students, faculty, staff and alumni to document your reflections and experiences during this challenging time. We hope to foster connections within our community now, and to preserve records of both individual and shared experiences for posterity.

Submissions can take the form of prose, poetry, memoir, artwork or other materials that reflect or express your current lived experience. You might also consider interviewing another member of the Adelphi community and creating oral histories of this challenging period.

Please submit your material to the University archivist, David Ranzan, by email at dranzan@adelphi.edu or mail it to:

David Ranzan, University Archivist
Adelphi University
1 South Avenue
Garden City, NY 11530

Instructional and Research Services

[Adelphi University's faculty librarians](#) are available for research and instructional services remotely.

- **Phone**
516.877.3549
A full library directory is available at <https://libraries.adelphi.edu/contact-and-get-help/contact/>
- **Email**
userservices@adelphi.edu
- **Virtual Appointment With a Librarian**
<https://collabstudios.adelphi.edu/appointments/>
- **Ask a Librarian**
<https://askalibrarian.adelphi.edu/index.php>
- **Chat**
<https://libraries.adelphi.edu/chat/> (available only during the academic semester)

Faculty interested in scheduling information literacy and research instruction sessions should [reach out to their liaison librarian](#) directly.