

## **Hekman Library Phased Operational Plans – Fall 2020**

Hekman Library is a repository of significant amounts of educational materials and serves as one of the largest learning center on campus. Some form of operation of and access to the library is a core component of Calvin's educational mission.

As we roll out a phased reopening there are several concerns or assumptions that inform our plans. The main concern is **mitigating virus spread** and facilitate contact tracing. Institutional and governmental goals or orders require us to **reduce density** of staff and students and have shorter hours and altered work schedules/locations. We will also **reduce onsite use** of Hekman through hold requests, digitization, on-campus delivery, and moving reference and instruction to online. Hekman will be **closed on Sundays**, no longer offering study hours.

### **Phase 0 (March 21-July 5)**

- Hekman Library is closed, and staff working remotely. Physical collections are inaccessible.
- Building access for essential library staff only.
- Focus on online resources and virtual services.
- Interlibrary Loan and MeLCat unavailable.
- Materials essential for instructional or research purposes are digitized.

### **Phase 1 (July 6-August 23)**

- Library building is available for essential staff and researchers utilizing archival or rare resources.
- Request and retrieval service for physical collection (9a-4p M-F)
- Digitization of physical materials for course reserves.
- Handling of reference inquiries remain online.
- Returned materials are quarantined for 24 hours before becoming available.
- Appointments required for Heritage Hall and the Meeter Center.
- If required, rollback phase would cease on-site appointments.

### **Phase 2 (Planned: August 24-October 4, November 30-December 23)**

- Masks and social distancing required.
- Main (2<sup>nd</sup>) floor available for a limited number of users. Upper floors (3<sup>rd</sup>-5<sup>th</sup>) closed.
- Peet's is grab-n-go. Café seating will not be available.
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4<sup>th</sup> floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Soft seating will not be available.
- Study space is severely limited. Study rooms are available for single-user occupancy.

- Library users will wipe down their workspace prior to use with available supplies to maintain a healthy environment.
- Library or campus-initiated events will not be hosted or planned for Hekman.
- If required, rollback phase would close off access to the building, return to by-appointment access to archival and rare resources, and continue providing access to the physical collection via requests and retrievals (Phase 1).

### **Phase 3a (Planned: October 5-November 1 [God-willing])**

- Masks and social distancing required.
- Main (2<sup>nd</sup>) and 3<sup>rd</sup> floors available for a limited number of users.
- Peet's is grab-n-go. Café seating will not be available
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4<sup>th</sup> floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Study space is severely limited. Study rooms are available for single-user occupancy.
- Library users will wipe down their workspace prior to use with available supplies.
- Soft seating will not be available.
- Library or campus-initiated events will not be hosted or planned for Hekman.
- If required, rollback phase would close off access to the upper floors, including cancelling access to seminary students to the 4th floor (modified Phase 2)

### **Phase 3b (Planned: November 2-November 24 [God-willing])**

- Masks and social distancing required.
- Main (2<sup>nd</sup>), 3<sup>rd</sup> and 5<sup>th</sup> floors available for a limited number of users.
- Peet's is grab-n-go.
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4<sup>th</sup> floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Study space is severely limited. Study rooms are available for single-user occupancy.
- Library users will wipe down their workspace prior to use with available supplies.
- Soft seating will not be available.
- Library or campus-initiated events will not be hosted or planned for Hekman.
- If required, rollback phase would close off access to the upper floors, including cancelling access to seminary students to the 4th floor (modified Phase 2)

### **Phase 4 (Timing to be determined)**

- Hekman Library resumes "near-normal/pre-pandemic" operations.

- Hekman's Promotion, Outreach, and Programming team will plan new in-person/on-site outreach events and programming.
- Building access is fully available to university and seminary alumni, faculty, staff, students, visiting scholars, and guests, as well as community guests and MeL visiting patrons.
- If required, due to a resurgence or new public health threat, rollback option would return to limited building and collection access, while providing access to the physical collection via a request/retrieval system (Phase 1), until conditions improve.

**For more information, please contact:**

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