

# Considerations when Setting up the Library Media Center

<a href="#">Identify Areas that are Gathering Spots</a>	<a href="#">Health and Safety Protocols within Media Center</a>	<a href="#">Media Center Processes, Adapted</a>
<a href="#">Damascus HS Video</a> ((Library is at 6 min, 50 sec mark)		

## Identify areas that are gathering spots :

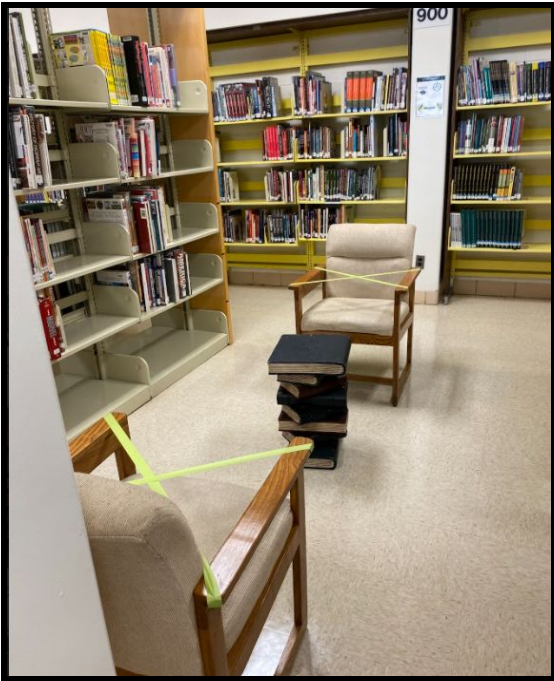
- Due to the difficulty in cleaning upholstered furniture, we blocked these pieces off with tape, as there is a lack of storage in the building to fully remove them from the library (see pic below)



- Plush Bean Bag chairs that invited patrons to plop down and read were removed from the floor.
- Soft seating area on rug in the back of the media center was marked appropriately (see pic below)



- Nook with upholstered furniture, in the middle of the book shelving, was marked off limits with tape (see pic below)



## Health and Safety Protocols Within the Library Media Center

*Health and Safety reminders were posted throughout the space.*

*Signage was both school-produced and purchased from MCPS Graphics.*

### Physical distancing

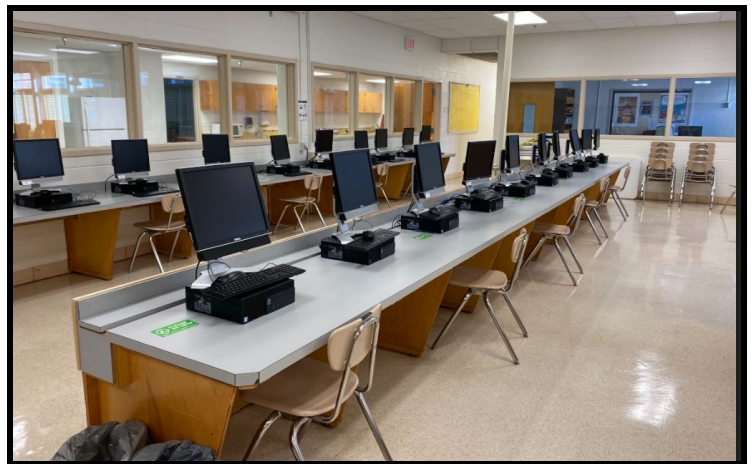
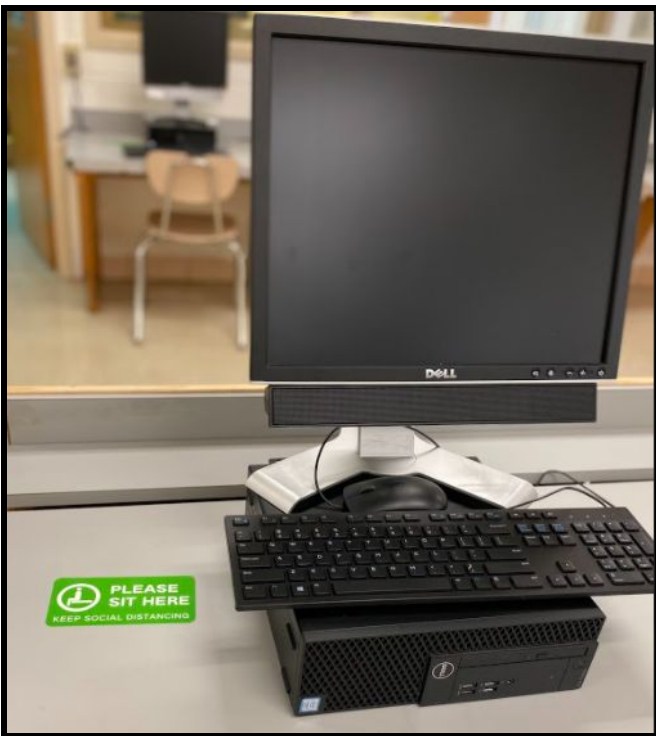
- In lieu of a plexiglass divider at the circulation desk, a “Stand Behind This Line” sign (Blue) was affixed to the floor to encourage the recommended 6 feet of distance between the patron and the library staff who would be seated at the computer behind the counter. The physical distancing circles (Red) depict distancing when approaching the circulation desk (see pics below)



- Leave one chair per table and identify where students are to sit using appropriate signage (green). All chairs in this instructional area (in front of the Promethean Board) are facing the same direction (toward the promethean board) so that layout maintains physical distancing.



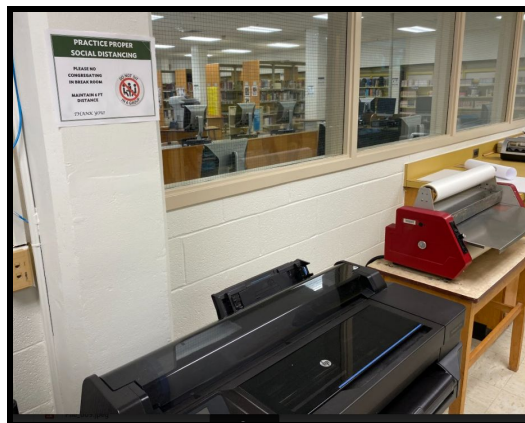
- Computer Stations encourage physical distancing...every other chair is used and student placement is designated with a "Please Sit Here" green sticker (see pics below)



- Shared manipulatives, like in a makerspace, are covered (or can be removed altogether). Take care to minimize the overall amount of paper used in the entire library media center space so as to not create a fire hazard. (see pic below, shelves with puzzles are covered in black paper)

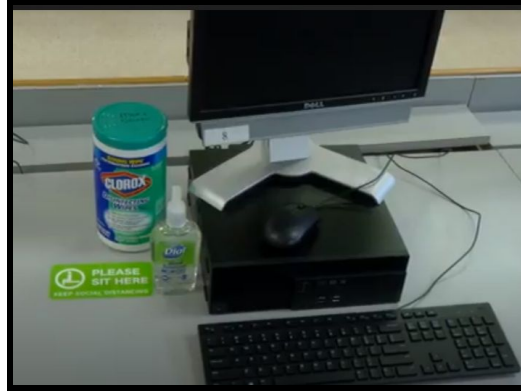


- Library Staff Work room has appropriate signage to remind staff about physical distancing



## Sanitizing Wipes / Hand Sanitizer

- Hand sanitizer near entrance/exit door for sanitizing hands and to encourage healthy habits.



## Media Center Processes, Adapted:

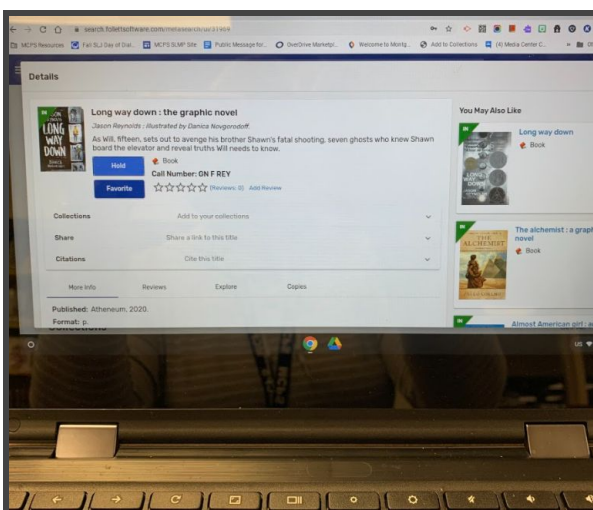
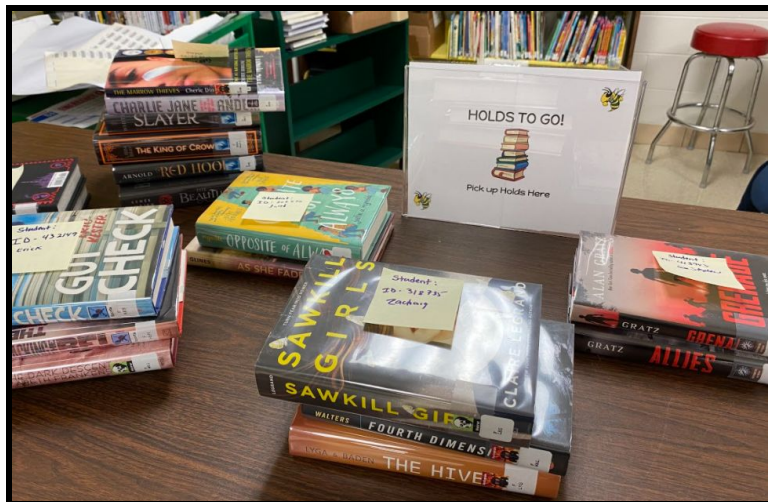
### Returned Library Materials

- The main entrance to the high school has tables and book carts to collect returned student materials. To include library books. Library books will be placed in the library for the recommended quarantine period (now it is recommended at 48 hours, no other cleaning is required).

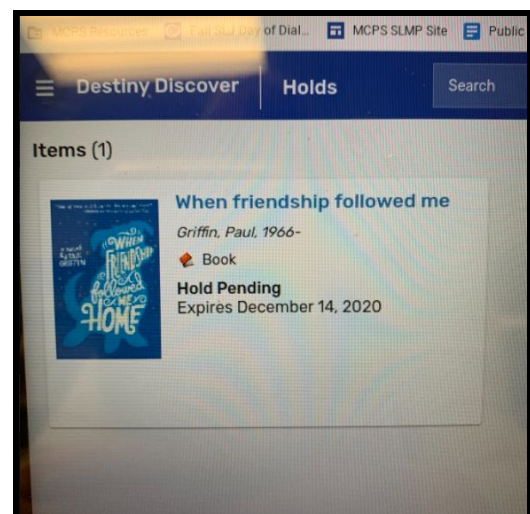


# Library Book Checkout

- All library book checkouts will be on a “Holds to Go” method. Students and staff place books on hold using the online library catalog (Destiny). Library staff prepares the items and creates a system for distribution and/or pickup. Pictured below, Damascus HS library places them on a counter for student pickup. Books can also be delivered to classrooms or prepared for curbside pickup for virtual students. Hand sanitizer is nearby to encourage recommended health habits.



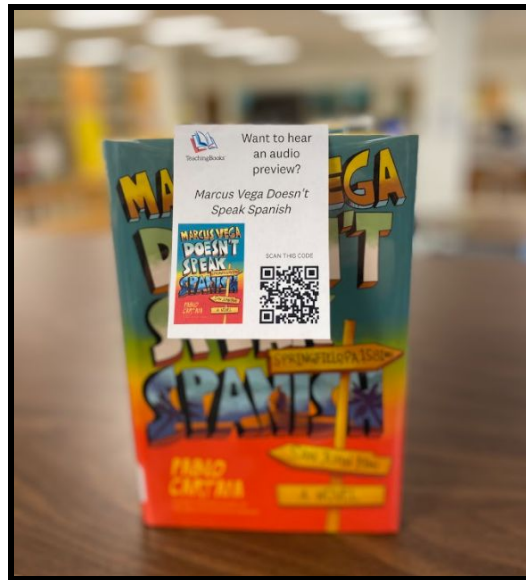
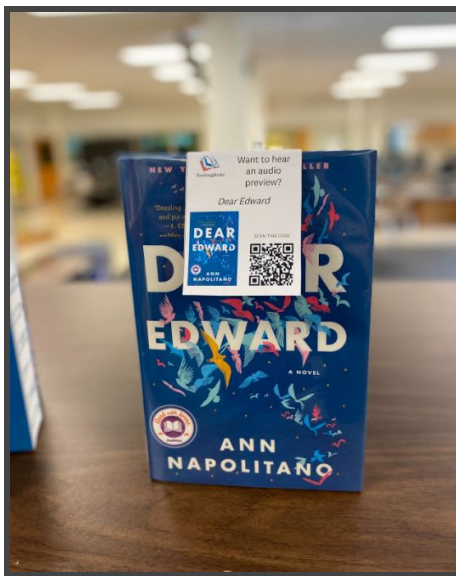
Screenshot of online catalog on Holds screen



Students are informed that their hold was placed

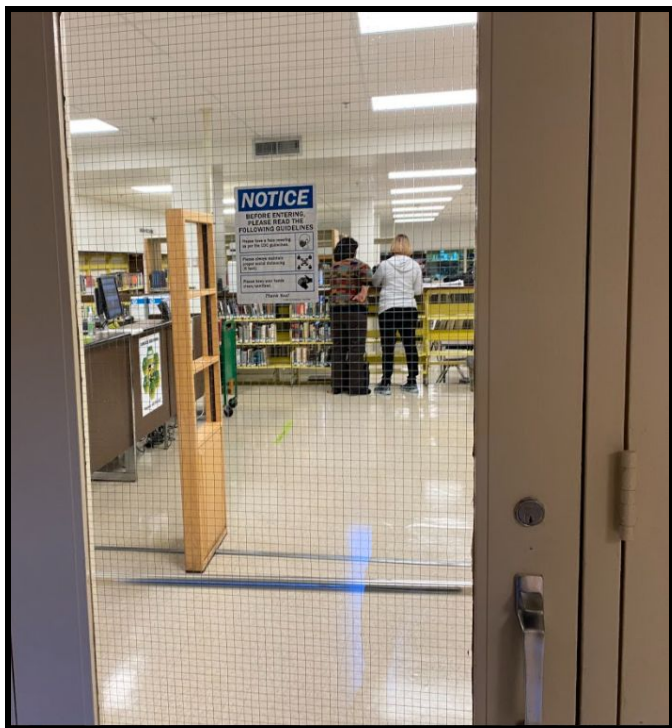
# Browsing for Books to Checkout

- To minimize book handling by multiple patrons, book displays encourage “contactless browsing” through the use of QR codes. Once scanned using a Chromebook or personal device, the QR code leads students to information about the book.



## Entering and Exiting the Library Media Center

- Entrance to the media center reminds guests to be safe



- Walking inside the media center is a welcoming sign, along with physical distancing reminders (and red circles to have students line up at circulation desk)

