

Considerations When Setting Up the Media Center

Identify Areas that are Gathering Spots	Health and Safety Protocols within Media Center	Media Center Processes, Adapted
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Identify areas that are gathering spots :

- The cafe tables and the reading bike were used for pairs or small group work at Lakelands Park MS. There were also larger rectangular tables in this area previously, but have since been removed. The area has been modified to one seat per table and eliminating the ability to work at the cafe tables. This determination allows for social distancing while at tables and reduces the amount of furniture staff must wipe down between students visits (see pic below)



Health and Safety Protocols Within the Library Media Center

Health and Safety reminders were posted throughout the space.

Signage was purchased from MCPS Graphics.

Physical distancing

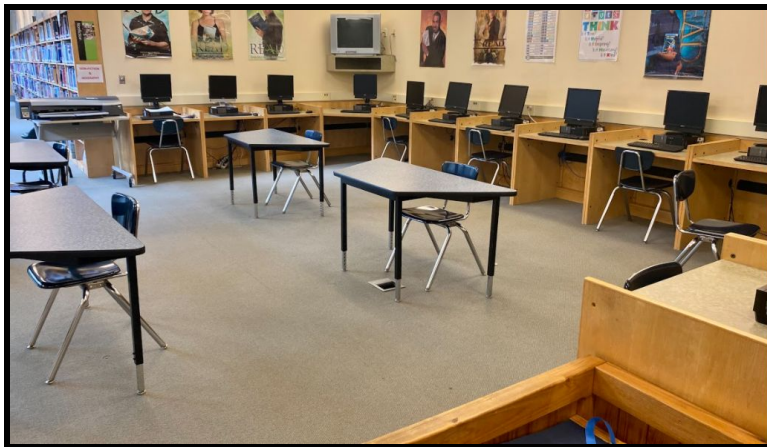
- In lieu of a plexiglass divider at the circulation desk, a “Stand Behind This Line” sign (blue & yellow) was affixed to the floor to encourage the recommended 6 feet of distance between the patron and the library staff who would be seated at the computer behind the counter. The physical distancing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



- In the instructional areas, chairs were removed, leaving one chair per table. All chairs in the instructional areas (in front of the Promethean Board) are facing the same direction (toward the promethean board/presentation area) so that layout maintains physical distancing. (pic below)



- A secondary teaching (pic below) area has seats for 9-10 students by using a combination of the tables along the perimeter and trapezoid tables. The plan for the perimeter is for students to use Chromebooks, therefore keyboards will be removed. This space is more than six feet away from the circulation desk, out of sight in the photo--to the left.
- In the secondary teaching area (pictured below), computer stations encourage physical distancing...every other chair is used. The plan is to not use the PC, but to use Chromebooks in the desk space.



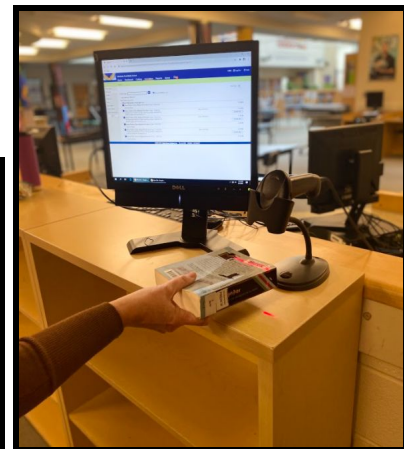
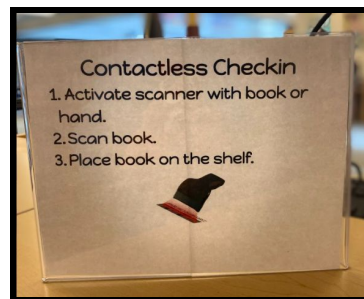
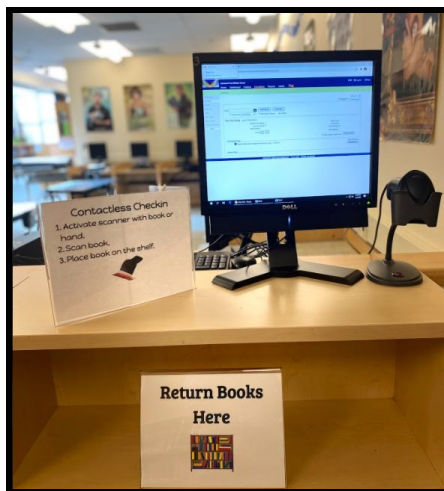
Media Center Processes, Adapted:

Returned Library Materials

- There is a cart in the hallway in front of the media center entrance to collect returned library books for students not wanting to enter the library (pictured below). The books placed on the cart will be placed into quarantine at the end of the day.



- Immediately after entering the library, there is a contactless check in station for students wanting to immediately remove their books from their library account (pictured below). The books placed on this shelf will be placed into quarantine at the end of the day.



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, Lakelands MS library places them in the bookshelf near the entrance, in grade level sections, for student pickup. Books can also be delivered to classrooms or prepared for curbside pickup for virtual students.



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 (pictured below).



- QR Codes can be generated so students can listen to a preview or watch a book trailer without physically touching the book (see below).



Entering and Exiting the Library Media Center

- Entrance and Exit to the library media center are clearly marked and allow for one-way traffic. Arrows on the floor indicate direction.



- The circulation desk has two accessible sides, with no plexiglass. Therefore, the floor signage was intentionally placed on either side of the circulation desk to promote physical distancing.

