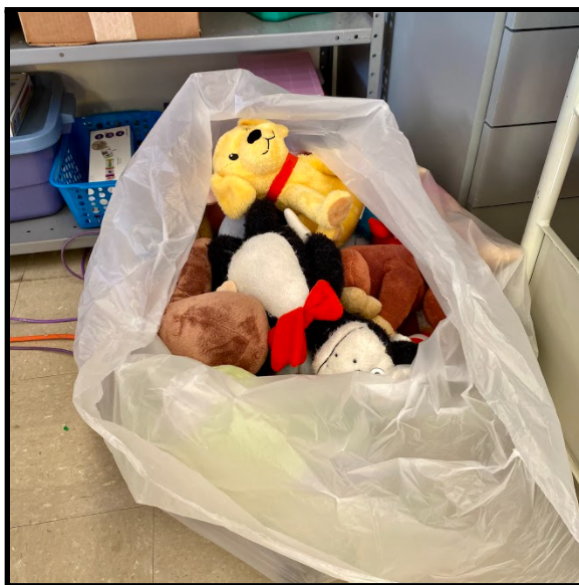


Considerations when Setting up the Media Center

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 :

- Strawberry Knoll has their Everybody/Picture book selection at the front of the library and it is arranged with soft upholstered seating, plush animals and a lot of interactive displays to encourage browsing and hanging out and reading. We modified the space by:
 - Removing plush animals/toys
 - Removing soft seating from main area (or block from use)
 - Sectioning off areas that will be used for staff only (see cones in pic below)
 - Bag plush toys and remove from floor



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

- Arrange furniture to allow for physical distancing. Blue painters tape was placed on the floor to depict 6 feet distance for when lining up at the door. Tables should have chairs removed to enforce physical distancing (the tables have just one chair),

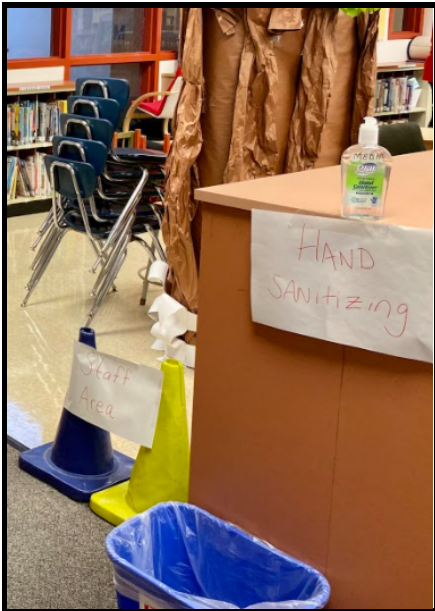


- Shared manipulatives, like in a makerspace, are covered (or can be removed altogether). Take care to minimize the overall amount of paper used in the entire library media center space so as to not create a fire hazard. (see pic below, shelves with Lego Wall and Lego bricks are covered in yellow paper)



Sanitizing Wipes / Hand Sanitizer

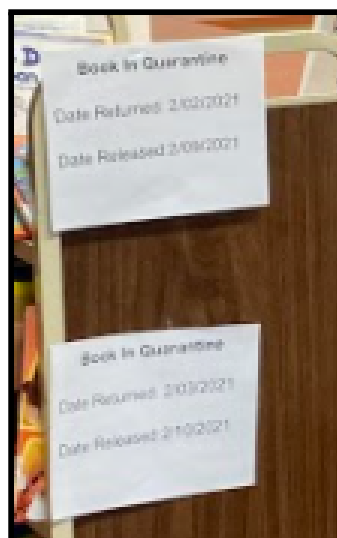
- Hand sanitizer and/or wipes near entrance/exit door for sanitizing hands and to encourage healthy habits.



Media Center Processes, Adapted:

Returned Library Materials

1. The main entrance to the library media center has a book cart to collect returned student materials. (first pic below)
2. Library books will be placed in a location for the recommended quarantine period (3-5 days, no other cleaning is required). Add date to signage. (middle pic below)
3. When the quarantine period has been completed, books can be reshelfed or checked out again. (purple cart below)



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, Strawberry Knoll ES library places books in a plastic bin, on a cart for classroom distribution . This cart will be rolled down to classrooms to deliver to students in a “contactless” delivery method.



- Clearly identify materials as to their “status” (newly returned, in quarantine, out of quarantine, or checked out and ready for delivery).