



CHUKA

UNIVERSITY

(Sapientia divitia est)

Knowledge is Wealth/ Akili ni Mali

Office of the University Librarian

Telephones: 020-2310512/18

Email: universitylibrarian@chuka.ac.ke

P. O. Box 109-60400, Chuka

Website: www.chuka.ac.ke

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CHUKA UNIVERSITY LIBRARY OPERATING POLICY GUIDELINES DURING THE COVID-19 PERIOD

1.0 Maximum Number of Users in the Library

In order to observe physical and social distancing a limited number of users will be allowed in the Library at any given time. The maximum number for the different branch libraries at any given are as follows:

- Main Library: 90
- Business School Library: 110
- Faculty of Law Library: 25
- Science Complex Library: 50

2.0 Library Use Hour Blocks

The use of the library is divided into blocks of 2 hours to provide access to as many users as possible within a day. The blocks are:

- 8.00 am- 10.00 am
- 11.00 am- 1.00 pm,
- 2.00 pm- 4.00pm
- 5.00-pm-7.00 pm

The library will be evacuated after every block to allow for sanitation procedures to be undertaken before admission of the next batch of users.

3.0 Physical Distancing

Users are expected to ensure the recommended physical distance of at least one and a half meters (1.5 metres).

- 3.1 Users are required to maintain the 1.5 metres space arrangement of library furniture to ensure limited concentration of users in parts of the Library
- 3.2 Users are expected to use *authorized* and marked seats and table stations only
- 3.3 Any user who fails to adhere to the set physical distance will be asked to leave the library building
- 3.4 Users queuing for library services should observe the 1.5 m physical distance rule between each other and with staff

4.0 Ensuring Hygiene within the Library

All Library users are expected to observe the following hygiene rules and regulations:

- 4.1 Mandatory hand-washing at the entrances to library buildings
- 4.2 Mandatory wearing of face mask while in the library building
- 4.3 Doors and windows to remain open throughout to maximize ventilation inside and air flow out of the Library
- 4.4 Exit of the library building every two hours to facilitate sanitation procedures
- 4.5 Payment for library membership, fines and reprographic services to be made via MPESA
- 4.6 Group discussions in the library totally prohibited

- 4.7 Only essential working items will be allowed into the library (books and pens)
- 4.8 The use of left-luggage section services remains suspended during the COVID-19 period
- 4.9 Mandatory temperature checks will be done on all patrons coming into libraries.
- 4.10 Patrons with abnormally high temperature will not be allowed into the library but will be escorted to the University Health Care stations
- 4.11 For purposes of contact tracing, all Patrons entering the library will be registered at the library entrance using ID cards

5.0 Safe Handling of Materials

- 5.1 All returned library books will be quarantined for 24 hours to allow for sanitization
- 5.2 Library staff handling library books during borrowing & returning will wear hand gloves or will regularly wash and sanitize their hands

6.0 Communication Channels during COVID-19 Period

- 6.1 Library patrons will notify library staff in case of breach of these library COVID-19 safety rules and regulations
- 6.2 Library staff and patrons are required to regularly update themselves with COVID-19 rules and regulations that will be displayed/posted in appropriate places inside and around the library building
- 6.3 The library will use social media platforms namely: - facebook, YouTube, WhatsApp, Instagram and others to communicate with library clients as well as staff**

7.0 Keeping Staff and Students Safe during Service Provision

- 7.1 All information literacy training sessions will be held using online techniques
- 7.2 Library staff will work in shifts in provision of services
- 7.3 Students are encouraged to make use of library remote access platform (MyLoft) to access e-resources from university library e-databases
- 7.4 Physical and distancing will be ensured in staff working areas
- 7.5 Information literacy training and all user advisory services (reference consultation and research assistance) and stall communication will be provided using online means such as email, telephone and social media platforms**
- 7.6 If any staff or library user has symptoms of COVID-19, he or she is expected to avoid library stay and seek medical assistance
- 7.7 In case a suspected COVID-19 case is identified within the library, the venue will be closed to allow for fumigation and then services will be provided digitally/online
- 7.8 All library staff will be required to attend training in relevant skills that facilitate service provision during the COVID-19 period such as communication skills, e-database retrieval customer service skills, digital literacy skills, use of conferencing technologies, and content creation skills**
- 7.9 In collection development (Acquisitions) Digital library resources will be prioritized over print resources
- 7.10 Library staff meetings and information literacy training will be contacted using video/online conferencing technologies such as google Meet, Microsoft Teams and**

Issued by
Prof Joseph M Kavulya
University Librarian
Chuka University
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