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## Library Return Items Quarantine

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University Library Policy

## Library Return Items Quarantine

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### **Effective Date**

Fall 2020

### **Last Revision Date**

NA

### **Responsible Party**

Access Services Supervisor & Systems Librarian

### **Scope and Audience**

This policy is applicable to all physical library items that are returned to the library.

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## **1. Policy Purpose**

Research conducted by the REALM Project has found that the novel coronavirus SARS-CoV-2 can survive on certain surfaces for short periods of time.

The purpose of this policy is to establish protocols to quarantine library items before they are placed back into circulation. This is to ensure the health and safety of library users when borrowing an item and library staff when handling library items.

## **2. Policy Statement**

The University Library puts in place policies and procedures that prioritises the health and safety of Library staff and users while providing timely access to library resources.

### **3. Responsibilities and Procedures**

#### **3.1 Quarantine Schedule**

Books and Multimedia materials - 7 days

iPads - 24 Hours

Psych Kits (Chicago School of Professional Psychology) - 7 days

#### **3.2 Quarantine Procedure**

3.2.1. A scheduled daily report “List today’s return items” will be sent out with a list of all returned items for that day

3.2.2. Access Services staff checks out the books in the list to “Quarantine” (“Quarantine” is a created Library Account; it allows unlimited checkouts and the due time for all items is 7 days)

3.3.3. The other scheduled daily report “Quarantine Overdue Notice” monitors the overdue items checked out to “Quarantine” and sends out the list of overdue items (items that have completed the 7-day quarantine period)

3.3.4. Discharge overdue items in the scheduled report in 3.3.3; they are ready to be reshelved and put back in circulation.

### **4. Related Information**

The quarantine period of library items are calculated based on research and recommendations by the Reopening Archives, Libraries, and Museums (REALM) Information Hub: A COVID-19 Research Project

(<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>)

## Document History

*(This is added after policy has been approved)*

<b>Revision No.</b>	<b>Effective Date</b>	<b>Description</b>