UC Hastings Law Library Reopening Plan

This document outlines the Law Library’s plan for gradual reopening. It is subject to change as health guidance evolves. The plan uses a four-tier approach: red, orange, yellow, and green. Red represents the most restrictive tier, while green represents a return to pre-COVID-19 conditions. Within each color category, content is divided to cover the library’s four main areas of operation: facilities, staffing, collections, and services.

### Red

The red tier represents the most restrictive conditions. Shelter-in-place orders prohibit the operation of non-essential businesses.

**Facilities**
Library facilities are closed to all patrons.

**Staffing**
Library staff work remotely. Select staff are permitted to enter the library periodically to perform essential business such as sorting the mail, collecting invoices, and coordinating ongoing collection shifts. Staff must wear face coverings in shared spaces, which include all areas of the library except staff offices.

**Collections**
The physical collection is unavailable. Patrons cannot drop off or request physical materials, including physical materials obtained through Interlibrary Loan. Due dates are automatically extended indefinitely.

**Services**
The library continues to provide research and reference services to UC Hastings faculty, students, and staff using online resources and remote communication. Interlibrary loan services remain active for article and chapter requests. Research training programs are taught online.

### Orange

The orange tier represents modified operations, with a number of restrictions still in place.

**Facilities**
Library access is restricted to limited categories of patrons for limited hours. Patrons must wear face coverings at all times while using the library. A minimum of six feet is
maintained around seating throughout the library. Library computers are removed, along with other shared equipment, such as 3-hole punch machines, staplers and dry erase markers. Hand sanitizer and sanitizing wipe stations are dispersed throughout the library. Signage promoting social distancing, handwashing and other protective measures is posted throughout the library, including restrooms. A protective plastic shield is installed at the Circulation Desk and tape marks on the floor indicate where patrons should wait if they wish to approach the Circulation Desk. Masks are made available to staff and student workers. Janitorial staff provide enhanced cleaning and disinfection.

Staffing
Essential library staff return to work in the building as needed and in accordance with Public Health guidance; other library staff continue to work remotely. Those staff on campus schedules are arranged as Public Health and safety precautions permit. A student worker staffs the Circulation Desk, monitoring activity in the library and answering patron questions.

Collections
The physical collection is unavailable. Patrons cannot drop off or request physical materials, including physical materials obtained through Interlibrary Loan. Due dates are automatically extended indefinitely.

Services
The library continues to provide research and reference services to UC Hastings faculty, students, and staff using online resources and remote communication. Interlibrary loan services remain active for article and chapter requests. Research training programs are taught online.

Yellow

The yellow tier represents more normalized library operations, possibly the “new normal” for the indefinite future.

Facilities
Library access is restricted to current U.C. Hastings students, faculty, and staff, and current U.C. Davis students enrolled in class at U.C. Hastings. Patrons must wear face coverings at all times while using the library, food and drink is prohibited, and visits should be limited to no more than two hours. A minimum of six feet is maintained around seating throughout the library. Library computers are removed, along with other shared equipment. Hand sanitizer and sanitizing wipe stations are dispersed throughout the library. Signage promoting social distancing, handwashing and other protective measures is posted throughout the library, including restrooms. Doors are propped open wherever possible in order to minimize unnecessary surface contact. A protective

---

1 This distance could be increased, depending on updated health guidance.
plastic shield is installed at the Circulation Desk and the Reference Desk and tape marks on the floor indicate where patrons should wait if they wish to approach the Circulation or Reference Desks. Masks are made available to staff and student workers. Janitorial staff provide enhanced cleaning and disinfection.

Staffing
Most library staff return to working in the building at least one or two days per week, while continuing to work remotely as their responsibilities allow. The schedules of staff on campus are arranged as Public Health and safety precautions permit. A student worker staffs the Circulation Desk during business hours. Two student workers staff the Circulation Desk evenings and weekends, maintaining physical distancing and using their personal laptops rather than library computers.

Collections
Most of the physical collection is available for patrons to borrow. Assigned casebooks and “gadgets” such as chargers, power cables, and book stands are made unavailable for use by patrons. Patrons may request and return physical materials, including physical materials obtained through Interlibrary Loan, using lockers installed in the lobby. A self check-out machine is positioned near the Circulation Desk for patrons to use to check out materials. The sections of the shelving area behind the fourth floor offices is designated for quarantined materials; returned materials are placed in a bin and quarantined for 72 hours before they are checked in by staff. Fees for overdue materials are suspended.

Services
The library continues to provide virtual research and reference services to UC Hastings faculty, students and staff. Interlibrary Loan services resume. Research training programs are offered to small groups in large classrooms or taught online.

---

This tier assumes a world in which the threat of Covid-19 infection is minimal and library facilities and services return to 2019 conditions.