

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: purple, red, orange, and yellow. Purple represents the most restrictive tier, while yellow 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.

Purple

The purple 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. Library computers are removed, along with other shared equipment, such as 3-hole punch machines, staplers and dry erase markers. Drinking fountains are taped off. 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 in anticipation of a phased reopening pending guidance and approval from Public Health.

Staffing

Library staff work remotely. Essential 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. Only one staff member is assigned per office and a shared calendar is used to prevent high occupancy on any given workday.

Collections

The physical collection is inaccessible except by essential library staff. Patrons cannot return physical materials, except via curbside drop-off. Faculty members are permitted to borrow physical materials from the collection on a limited basis through curbside pickup or mail delivery. Patrons cannot request physical materials through Interlibrary Loan, except in limited circumstances. Due dates for non-Interlibrary Loan materials 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 online distribution of article and chapter requests. Research training programs are taught online.

Red

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

Facilities

The library remains closed except for curbside pickup or as otherwise permitted under the Stay-Safer-at-Home Order. The library is not used as a communal study space. To the extent use of study rooms within the library is allowed by Public Health, only one person is assigned to, or may reserve, one study room per day. All patrons must wear face coverings at all times and must remain in assigned study rooms except when using the restroom or exiting the building. Study rooms are disinfected after every use. Library computers remain inaccessible, along with other shared equipment, such as 3-hole punch machines, staplers and dry erase markers. Drinking fountains remain taped off. 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. 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. A student worker staffs the Circulation Desk, monitoring activity in the library.

Collections

The physical collection is inaccessible except by select library staff. Smart lockers near the building entrance permit current U.C. Hastings faculty, students and staff to borrow and return physical materials. Patrons cannot request physical materials 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 loanservices remain active for online article and chapter requests. A similar scanning

program provides Law Journals with digital copies of items within the Hastings Library for citation purposes. Research training programs are taught online.

Orange

The orange 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 outside the use of reserved study rooms. A minimum of six feet is maintained around seating throughout the library. Library computers, along with other shared equipment remain in storage. Drinking fountains remain taped off. 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 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. Reserve materials, including 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 flat 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.

Yellow

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