

Reopening Plan for BSD School Libraries

August 26, 2020

REOPENING: HYBRID PLAN	PROCEDURES
<p>The libraries of the Brunswick School District remain active and engaged with the students, faculty, and staff. Online, distanced-based, and physical collections have increased and expanded. In order to ensure health and safety, the following procedures, based upon national and state CDC and DOE guidelines are to be used in the event of schools adopting the Hybrid model.</p>	
<p>Library access: Closed stacks</p>	<p>All Brunswick Schools:</p> <p>There will be no physical access for students /community members, or volunteers to the libraries.</p> <p>Those with permission to enter the library must sanitize hands before entering and upon leaving. Sanitizer will be provided.</p>
<p>Circulation of materials.</p>	<p>All Brunswick Schools:</p> <p>There are no interlibrary loans available during the pandemic.</p> <p>Teachers have unlimited checkout access.</p> <p>Books and other library materials should not be shared with others.</p>

School guidelines for “Lost & Damaged” books will be applied.

[BSD Copyright Compliance Policy is in effect](#)

High School: Teachers are encouraged to request materials through our Destiny Discover Online Catalog, via email, or by phone. Teachers may come into the Library for resource pick-up, AV assistance, and project consultation. Teachers have unlimited checkout access. Students may pick up resources and photocopies at the pick-up window in the BHS Library. For Group 4 students, materials may be requested via our Destiny Discover Online Catalog, email or phone and picked up in the High School vestibule. Student privacy is protected. Books may be wrapped with the student’s name attached. All materials should be returned in the book drop outside of the Library.

Junior High: Teachers and students will request books and other library materials using our Destiny Discover Online Catalog. If necessary, teachers may also request materials via phone or email. Teachers have unlimited checkout access. Requested items will be delivered to classes during advisor time and to teachers as needed. Student privacy is protected. Books will be wrapped with the student’s name attached. Returned materials will be collected from classrooms by library personnel. No materials should be placed in the library book drops. Teachers should request library equipment via Destiny, email, or phone. This will be delivered and collected from the classroom by library personnel.

HBS: Teachers and students will request books for checkout via our Destiny Discover Online Catalog. Students may check out up to one book at a time. Teachers have unlimited checkout

	<p>access. Requested books will be delivered to the classroom by Librarian. Students and teachers will collect returned books within the classroom for pickup by Librarian. Pickup and drop off schedule will adjust with staff availability. Classrooms will be provided with library collection bins.</p> <p>Kate Furbish: Teachers may enjoy the library with their eyes only. Materials may be requested using Destiny Discover Online Catalog or via email, and teachers have unlimited checkout access. Library staff will deliver materials to the individual staff members. Checkout to students TBD. Each classroom will be provided with a bin of library books. Books to be returned will be placed in these bins and collected by library staff.</p>
<p>Curbside or Vestibule Pickup</p>	<p>While the hybrid model remains in effect school wide, students engaged in Distance Only learning, may request books for checkout via Destiny Discover online catalog, email or phone. Pick-up must be within school hours. Books should be returned by the due date. Returned books will be quarantined as procedures dictate.</p>
<p>eBooks</p>	<p>All school libraries are increasing access to single and multiuser eBooks via Destiny Discover.</p>
<p>Number of Circulations</p>	<p>Circulation will be limited to 1 book per student at HBS. At the beginning of the school year, Furbish students will access the library through their classroom bins with these books kept at school. Teachers have unlimited checkout. Junior High students may request additional books for</p>

	research purposes. High school students may check out up to 10 books.
Returned Items	Return bins, books, equipment, and other materials will be dated and quarantined for 1 week. Books, equipment, and other library materials may be sprayed or wiped with appropriate chemicals (DOE Guidelines) and shelved by library personnel.
Directional Arrows	Directional arrows may be placed on the floor for enter/exit travel where needed. (DOE Guidelines)
Photocopiers, laminators, and other equipment located in libraries.	No student access. Staff must use hand sanitizer (provided) before and after using the copier, laminator, and any other library equipment. One person only in the BJHS Library copier room. At the BHS Library, only library personnel will use the photocopier, leaving copies for pick-up.
Elementary Library Classes	<p>HBS: Librarian and/or Library Assistant will deliver classes remotely or within an outside space. The maximum time per class, per week will be 40 minutes.</p> <p>Kate Furbish: To be delivered remotely.</p>
Junior High & High School Collaboration	Library assistance, lessons, and research projects will be offered remotely in collaboration with classroom teachers. Virtual programming, including clubs and activities that encourage reading and exploration while learning remotely, will be offered.
Instructional Resources Folder	Hundreds of helpful resources (including new anti-racism and civil rights) may be found in the BSD shared Instructional Resources folder.

Virtual Office Hours	All libraries will offer virtual office hours.
DISTANCE LEARNING ONLY (ALL STAFF & STUDENTS)	PROCEDURES
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Library access: Closed	Teacher access to the library will be dependent upon access to the building. If granted, all “hybrid model” procedures apply.
Circulation of materials	To be determined based upon access to building and staff availability. Hybrid model circulation limits and quarantine procedures would remain in place.
Curbside or Vestibule pickup	To be determined based upon access to building and staff availability.
eBooks	All school libraries are increasing access to single and multiuser eBooks via Destiny Discover .

<p>Elementary Library Classes</p>	<p>HBS: Lesson segments posted online (interactive where possible) with focus on nature based activities, newspaper creation, student book publication and collaboration with teachers. Video connections for check ins and read aloud. Readings posted online where copyright permits.</p> <p>Kate Furbish: To be delivered remotely.</p>
<p>Junior High & High School Collaboration</p>	<p>Library assistance, lessons, and research projects will be offered remotely in collaboration with classroom teachers. Library staff will be available to teachers and students through virtual office hours. Virtual programming, including clubs and activities that encourage reading and exploration while learning remotely, will be offered.</p>
<p>Instructional Resources Folder</p>	<p>Hundreds of helpful resources (including new anti-racism and civil rights) may be found in the BSD shared Instructional Resources folder.</p>
<p>Virtual Office Hours</p>	<p>All libraries will offer virtual office hours.</p>