

## **BSD Libraries: Plan for Increasing Numbers of Students Attending School and Use of the Libraries.**

**Following CDC & BSD School Board guidelines as of March, 2021**

**This document is subject to change as plans for reopening progress.**

<b>LIBRARY USE: UPDATED</b>	<b>PROCEDURES: ALL SCHOOL LIBRARIES</b>
<p><b>The libraries of the Brunswick School District will continue to remain active and engaged with the students, faculty, and staff.</b></p> <p><b>In keeping with the School Board's directive to increase the number of students physically attending school, the use of each school library to accommodate space needs will be determined by the individual school administrators.</b></p>	<p><b>The following applies to all BSD school libraries. Additional information for the individual libraries follows this list.</b></p> <p>Stacks are open for <b>virtual</b> browsing through <i>Destiny Discover</i>. The online catalog will continue to be used to request materials.</p> <p>Curbside pick up and return will continue.</p> <p>Sanitize hands (pump in, pump out) upon entry and exit.</p> <p>6' foot distancing between tables/people applies.</p> <p>Students seated at tables/desks will face the same direction unless plexiglass dividers are supplied.</p> <p>Masks must be worn.</p> <p>At the elementary level, a staff member must accompany students.</p> <p>Attendance records will be kept for all who come to the library. Sign in/out forms will be provided where applicable.</p> <p>Tables and seats will be sanitized after use by table users.</p> <p>Food or drink is not permitted in the library.</p> <p>We will continue to clean and quarantine books and other materials.</p> <p>Gloves will be worn by library personnel as needed.</p>



<p>HARRIET BEECHER STOWE LIBRARY</p> <p>KATE FURBISH LIBRARY</p>	<p><b>2 Sets: 1:2</b></p> <p><b>1 Set: 1:4 (max.)</b></p> <p><b>We will continue to deliver books/materials/equipment to classrooms and also provide curbside pick up.</b></p> <p><b>No study hall access.</b></p> <p><b>Photocopier. No student access. Staff must use hand sanitizer (provided) before and after using the copier, laminator, and any other library equipment.</b></p> <p><b>Under current CDC Guidelines, the library cannot safely accommodate students. As the guidelines change, the library will update procedures.</b></p> <p><b>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. Students who come with their class may each check out one book to be kept in their classrooms for the week.</b></p>
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