

# Instructions for using the Collegium Civitas Library during a pandemic, in various modes of operation.

The Collegium Civitas library complies with the current guidelines and recommendations for the functioning of libraries during the COVID-19 epidemic in Poland

<https://www.gov.pl/web/rozwoj/biblioteki>

The following instruction covers the procedures for the functioning of the Collegium Civitas Library during a pandemic. Depending on the current mode of functioning of the library, we encourage you to read the appropriate point.

**Information on the current mode of functioning of the Collegium Civitas Library can be verified on the library website**

<https://www.civitas.edu.pl/en/our-university/library-about-us-our-university>

The manual consists of:

- I. **The rules of operating the library rental and reading room during a pandemic - the mode of operation when both the library rental and reading room are open.**
- II. **The rules of operating the library rental during a pandemic while maintaining a closed reading room - the mode of operation with an open library rental and a closed reading room.**
  - A. **Loan procedures - contact service**
  - B. **Loan procedures - non-contact service**

- I. **The rules of operating the library rental and reading room during a pandemic - the mode of operation when both the library rental and reading room are open.**

1. The Library Lending Department and Reading Room of the Collegium Civitas Library conducts stationary duty hours.
2. The Library Rental and Reading Room of the Collegium Civitas Library operate in the changed mode until further notice:
  - Library staff, borrowers and readers are required to disinfect their hands and use personal protective equipment: masks and gloves.
  - Library employees are responsible for regular disinfection of the rental counter and surfaces such as handles, light switches, desks, etc.
  - At the end of their visit to the reading room, readers are obliged to disinfect the surfaces they touched at their workstations in the reading room. For this purpose, use the disinfectants available in the reading room.
  - The current information about the limit of readers staying in the reading and lending room is displayed on the library door.
  - Lending takes place at a specially prepared library rental counter. The counter is equipped with a protective partition and disinfectants.
  - Only one person may stay within the rental counter.
  - In order to facilitate the borrowing process, we encourage the readers to contact the library in advance and book the date of the visit and order selected books. We

recommend prior verification of the availability of books through the library catalog <https://civitas.lib.mol.pl/>

- NOTE - Book reservations made in the catalog will not be confirmed if the person making the reservation does not have an appointment. Contact for the purpose of booking an appointment lies with the ordering party. Contact with the library is possible by e-mail: [library@civitas.edu.pl](mailto:library@civitas.edu.pl) or by phone: 22 656 71 96
- We encourage readers who wish to use the reading room to reserve workplaces in the reading room in advance.
- In order to improve the flow of readers, each person may spend no more than 45 minutes at a time in the Collegium Civitas Library reading room. In the absence of other people willing to attend the reading room, this time may be extended.
- The librarian places the returned book in quarantine for a period not shorter than 3 days and not longer than 7 days. This also applies to books borrowed for the reading room.
- Current dates of remote duty (by e-mail and telephone) and stationary duty in the library are available at the library website: <https://www.civitas.edu.pl/en/our-university/library-about-us-our-university>
- The Collegium Civitas library reserves the right to introduce technical breaks in the operation of the reading and lending rooms during stationary duty hours. The breaks will be used for airing the rooms and disinfecting surfaces.

## **II. The rules of operating the library rental during a pandemic while maintaining a closed reading room - the mode of operation with an open library rental and a closed reading room.**

1. The Collegium Civitas Library Lending Department conducts stationary duty.
2. The reading room of the Collegium Civitas Library remains closed until further notice.
3. The Library Rental Room of the Collegium Civitas Library operate in the changed mode until further notice:
  - Library employees and borrowers are obliged to disinfect their hands and use personal protective equipment: masks and gloves.
  - Library employees are responsible for regular disinfection of the mobile workstation of the rental and common areas such as door handles, light switches, etc. throughout the library.
  - The service of readers takes place only at a specially prepared mobile stand, located in the entrance door to the library. The stand is equipped with a protective partition and disinfectants.
  - In order to avoid queues, readers are required to contact the library in advance and make reservations for the visit and order selected books. We recommend prior verification of the availability of books through the library catalog <https://civitas.lib.mol.pl/>.

NOTE - Book reservations made in the catalog will not be confirmed if the person making the reservation does not have an appointment. Contact for the purpose of booking an appointment lies with the ordering party.

Contact with the library is possible by e-mail: [Biblioteka@civitas.edu.pl](mailto:Biblioteka@civitas.edu.pl) or by phone: 22 656 71 96

- The willingness to set up a reading account should be reported when booking the date of the visit.

- Books can be returned at two specially prepared stands.
  - a) The library returns counter (room 1106) is open only during the office hours of the library and is located in front of the library door.
  - b) The return desk next to the lifts, next to the reception on the 12th floor, open during the reception hours.
- After returning the book at the return desk, please send information confirming the date of return to the library by e-mail to the following address: [library@civitas.edu.pl](mailto:library@civitas.edu.pl)
- The librarian collects the returned book and places it in quarantine for a period not shorter than 3 days and not longer than 7 days.
- Current dates of remote duty (by e-mail and telephone) and stationary duty in the library are available at the library website: <https://www.civitas.edu.pl/en/our-university/library-about-us-our-university>

#### **A. Loan procedures - contact service**

1. The reader has a reserved exact pick-up date for books. Pickup must be done within 15 minutes of the designated time.
2. In the event of delays or missing the collection date, the contact regarding the change of the collection date is the responsibility of the reader (tel. 22 656 71 96).
3. The books are waiting to be picked up at the mobile desk in the library entrance door (room 1106). There is a card with the return date in the books.
4. **Upon arrival at the library, the reader is obliged to:**
  - **having a properly fitted mask;**
  - **disinfecting hands with a disinfecting liquid made available in front of the library;**
  - **showing a student ID or ID document,**
  - **wait for the librarian to confirm your identity;**
  - **verification and collection of the booking and departure.**

#### **B. Loan procedures - non-contact service**

1. The reader has a reserved exact pick-up date for books. Pickup must be done within 10 minutes of the designated time.
2. In the event of delays or missing the collection date, the contact regarding the change of the collection date is the responsibility of the reader (tel. 22 656 71 96).
3. The books are waiting to be picked up on the mobile desk in the entrance door to the library (room 1106). There is a card with the return date in the books. The librarian waits for collection at a minimum distance of 4 meters from the mobile desk.
4. **Upon arrival at the library, the reader is obliged to:**
  - **having a properly fitted mask;**
  - **disinfecting hands with a disinfecting liquid made available in front of the library;**
  - **verbally and clearly stating the album number OR the name of the person who ordered the books (if this is impossible, please inform us about it when booking the appointment);**
  - **waiting for the librarian to confirm the given data;**
  - **verify and pick up the booking left on the desk and move away.**
5. The librarian sends a confirmation of receipt of the reservation to the student's e-mail address in the @civitas.edu.pl domain