

Carl B. Ylvisaker Library

COVID-19 Policies

Phone: (218) 299 - 4640

Circulation Department: circdept@cord.edu

Reference Librarians: askccref@cord.edu

College Archives: archives@cord.edu

Academic Year Library Hours

Monday-Thursday	7:45 AM – 10 PM
Friday	7:45 AM – 6 PM
Saturday	11 AM – 6 PM
Sunday	12 PM (Noon) – 10 PM

Face Coverings/Mask Requirements

- Face coverings/masks are **required** inside the library even if six-foot distancing can be maintained.

Library Building Cleaning Procedures

- The library is following the cleaning and disinfection protocols set out by the college (details available on [Onward Concordia – Campus Buildings/Facilities](#)). The library is disinfected daily.
- **We strongly encourage you to wash your hands before and after handling library materials, using library computers, eating in the library, and using printing stations.**
- Hand sanitizer stands will be located at the entranceway and near the elevator lobby of each floor. We also encourage patrons to bring in their own hand sanitizer to use.
- **If you wish, you may choose to wipe down hard surfaces (keyboard, mouse, desk/table top) before and after each use.** This applies to all study spaces in the library, the lab, classroom, and Fishbowl. Cleaning supplies (disinfectant spray and rags) will be available at the Circulation, Curriculum, and Reference Desks should you choose to wipe down the surfaces.

Virtual Study Spaces and Study Room Policies

- All library study rooms have been adapted to fit the campus' new virtual study spaces.
- **All study rooms are single occupancy (one person only).**
- Study rooms are equipped with a computer (PC or Mac), keyboard, mouse, and internal webcam.
- When you are in the space by yourself, you are allowed to remove your mask.
- **Study rooms are available only through reservation** except at times classes are not in session. Please visit <http://cobbernet.cord.edu/studyspace> to reserve a study room.

Reference Room, Mezzanine, and Other Library Study Spots

- Concordia College students have priority for all library study spaces.
- Study spots in the journal stacks have computers (PC and Mac) along with desks and are single-occupancy. There are limited desktop computers available in the reference room.
- These spots are available first-come, first-serve basis (no booking required).

Updated 8/25/2020.

- Some seating may be identified as not available to support social distancing.
- Tables are clearly marked with table occupancy (1-2 people max).
- **Do not** rearrange tables, chairs, or lounge furniture in non-socially distanced arrangements.

Reference Services and Teaching

- The library is purchasing electronic resources for increased accessibility to materials. If you would like to request materials, please contact your library liaison.
- Communicate directly with your library liaison to explore instruction options for your in-person, hybrid, or online course.
- A reference librarian will be available Monday through Thursday from 8 am – 4 pm and 6 – 10 pm; Friday 8 am – 4 pm; and Sunday from 6 pm - 10 pm.
- Reference librarians are available electronically by emailing askccref@cord.edu, web-chatting on the [library homepage](#), and through Zoom appointments during these hours as well.

Circulation Services and Interlibrary Loan (ILL)

- When processing returned library books, our procedures will take 72 hours before the book is circulating and/or back on the shelf. This time is sufficient enough for quarantining the materials before they are made available again.
- **Curbside pickup will no longer be offered for the fall semester. Please use the Hold Function in the library catalog. The materials will then be held in your name at the Circulation Desk for a maximum of 10 days. Please pick up your held materials in a timely manner.**
- Please review our procedures for reserved course materials:
 - Faculty must submit course reserve request forms online [here](#).
 - The reserved materials will be held behind the Circulation Desk. Only one individual may view the materials at a time.
 - You may use reserved materials anywhere in the library but please return materials to the Circulation Desk when you are done.
 - Hand sanitizer will be available nearby to use before and after handling reserved materials.
- Mobile whiteboards are located throughout the first and second floors of the library. The study rooms also have whiteboards available.
 - You must request markers and erasers/rags at the Circulation Desk. Please return materials at the Circulation Desk when done.
 - Markers will be quarantined for 72 hours after use before becoming available again.
 - Rags will be laundered once a week.
 - Markers and rags will be collected at closing each day if not returned to the Circulation Desk when finished.

Instruction Lab and Library Classroom

- To reserve either of these spaces, [you are required to submit a room reservation form](#).
 - Instruction Lab max seating: 13 (plus 1 instructor/presenter station)
 - Library Classroom max seating: 10 (plus 1 instructor/presenter station)
- **Do not** rearrange tables or chairs in non-socially distanced arrangements inside the classroom.
- **Faculty will need to pick up and return markers/rags/erasers to the Circulation Desk before and after instruction.**
- Faculty and staff have priority when using these spaces for instruction but the library classroom and lab will be available for student use when not hosting instruction.
- Instructors may request their students to wipe down surfaces before and after use. A cleaning station will be located nearby with disinfecting supplies.
- The Fishbowl will be available for library instruction for larger classes (please see Library Fishbowl for details).
- If you have questions about room reservations, please contact the library administrative assistant Colleen Egan (cegan@cord.edu).

Library Fishbowl

- Librarians teaching larger courses (max seating: 22) may use the Fishbowl for library instruction.
- The Fishbowl is open and available unless library instruction is occurring.
- **Do not** rearrange tables, chairs, or lounge furniture in non-socially distanced arrangements.
- Some seating and computers may be identified as not available to support social distancing.
- Tables are clearly marked with table occupancy (1-2 people max).

Circulation Desk, Curriculum Desk, and Reference Desk

- Plexiglass shields were installed for library staff and patron protection. Please refrain from going behind desks unless instructed by library staff.
- Please respect floor queue markings when more than one person is waiting for assistance to support social distancing.

Visitor Policy

- The library is closed to campus visitors for study spaces or other purposes.
- Issuing of community borrower cards has been suspended until further notice.
- If a campus visitor (community borrowers/Tri-College/alumni) would like to check out a book, please contact the Circulation department, circdept@cord.edu, to make an appointment. Our patrons are encouraged to support their own institutions by using interlibrary loan (ILL).

- If a campus visitor needs to use a database or consult a reference librarian, please contact the Reference Librarians, askccref@cord.edu, to make an appointment.

Concordia College Archives

- Maximum occupancy is five (5) people.
- Face coverings/masks are required in the Archives.
- **Appointments are required.** Drop-in appointments are not available at this time. Please email Allison Bundy, archives associate (archives@cord.edu), to book an appointment in the Archives.
 - Appointments are limited to 1-hour long visits.
 - If longer appointments or reoccurring appointments are necessary, please discuss with Allison for options.
- Wash your hands before and after handling archival materials. A sink is located in the back-right corner of the archives. Gloves may be provided at the discretion of the archives associate.
- No food or drink is allowed in the Archives.