

University Libraries COVID-19 Response Plan | Spring Semester 2021

In response to the ongoing COVID-19 pandemic, the University Libraries has developed the following plan for I.D. Weeks Library to provide virtual and in-person services as well as delivery of materials to the students, faculty and staff of the University of South Dakota, as well as to members of the public. This plan and its associated expectations will remain in effect until further notice.

Fulfilling our mission must be balanced with the health and safety of students, faculty, and staff. Accordingly, the University Libraries' plans and operations are aligned with the University of South Dakota's [Guidance for Faculty and Staff During COVID-19](#).

Spring semester hours will begin on January 11, 2021 and continue through May 7, 2021. This plan identifies what library users may expect.

Masks and Social Distancing

All library users must work together to reduce communal health risks in physical spaces. The library is following the Board of Regents tiered system guiding appropriate responses. We are currently in Tier 3, which requires the following:

- Wearing of face coverings is required in all public areas in the library building.
- Social distancing is required throughout the library building including study areas and study rooms.
- Following instructions on library signs is required.

[USD Face Covering Policy](#)

Principles Guiding Library Services

- Promote the health and safety of the USD community.
- Support and advance teaching, learning, and research at USD.
- Provide responsive and engaged services that reflect the values of USD.
- Ensure inclusive and equitable services for all members and guests of the USD community.

Programs, Services and Operations

Plans for programs, services, and operations are founded on the best information and practice that is available from higher education organizations; flexible and therefore adaptable; and sustainable as long as needed. Following are changes in programs, services, and operations, in addition to the changes you will see when entering the I.D. Weeks building.

- Tables, desks and chairs are spaced farther apart or removed to ensure physical distancing.
- Hand sanitizing stations are available throughout the building.

Cleaning

- “High touch areas” including elevators, door handles and railings are being cleaned frequently.
- Public computers, (including those within study rooms) throughout the building and printers are being cleaned once a week.
- Tables and study carrels are being disinfected twice a week.
- Library study rooms are equipped with cleaning supplies.

Archives and Special Collections

Collections are available for research, but patrons should note the following changes and rules:

- Visitors must make an appointment before each visit.
- Appointments are scheduled in three-hour blocks.
- Visitors need to complete an electronic registration in which desired materials must be identified.
 - These materials will be waiting for the visitor upon arrival.
- If additional materials are needed, visitors will call or email the staff member with whom they have been working.
- Some items may not be immediately available, as we quarantine materials after each use for three days.
- Mask-wearing is required.
- If you are not feeling well, or have a cough or fever, you must reschedule your appointment.

For information contact speccoll@usd.edu.

Circulation and Access Services

For the safety of both patrons and staff, the following changes are in place at the Circulation Desk:

- Plexiglas shields have been installed.
- Hand sanitizer and other cleaning supplies are available for your use.

Study Rooms

To assist with social distancing, all small study rooms in the library will have one chair each, while group rooms will have three. Rooms may be reserved in advance for a maximum of four hours via 25Live. Reservations are recommended.

Per the [USD Face Covering Policy](#), masks are REQUIRED when studying as a group. Non-compliance may result in the person who checked out the room being reported to the Office of the Dean of Students.

List of study rooms and chair count.

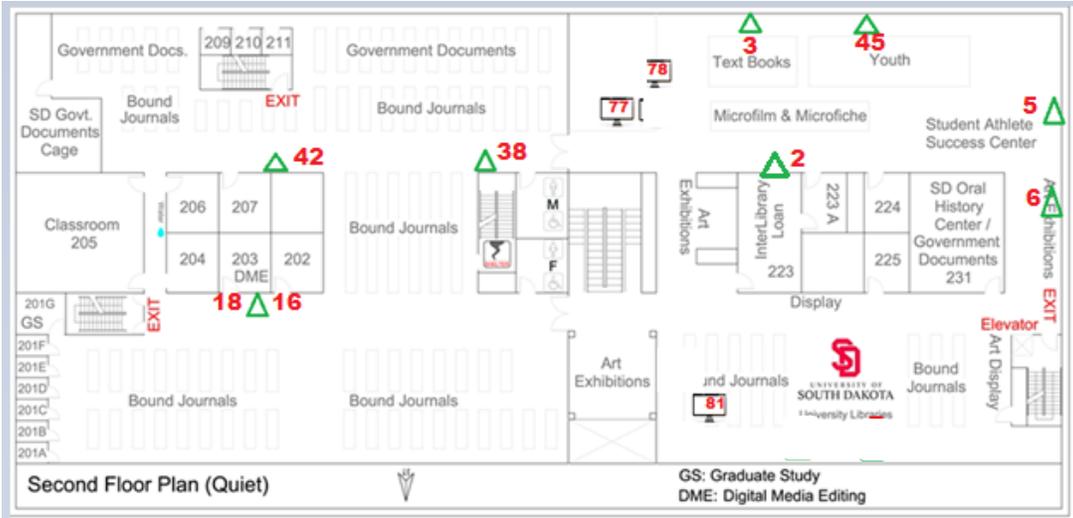
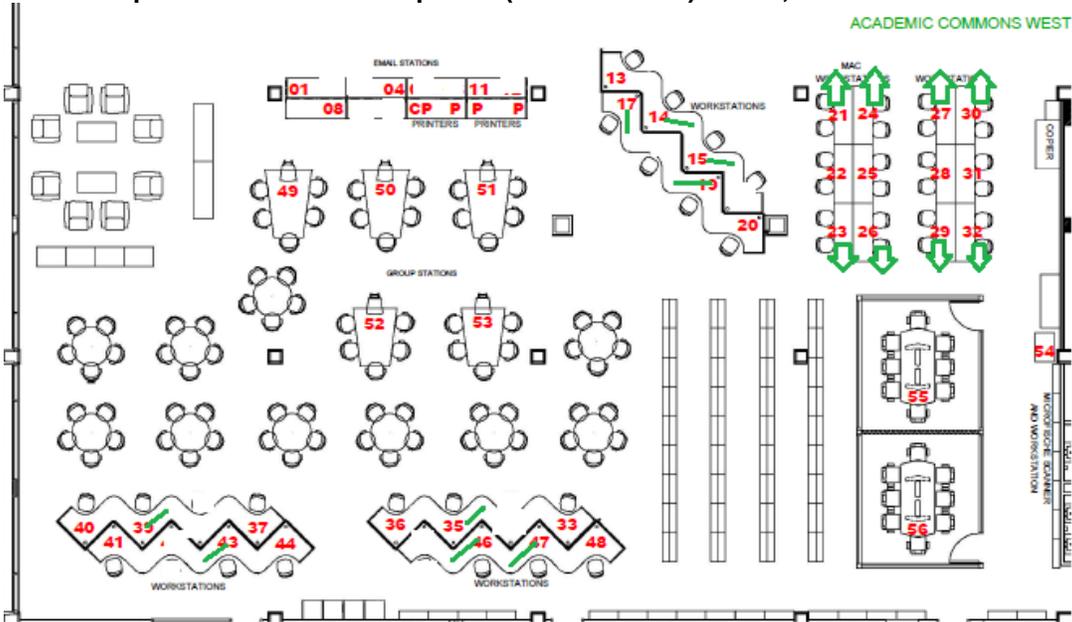
Room number	Chair Count Maximum Occupancy	Type	May be Reserved
113	3	Group	Yes
114	3	Group	Yes
115	3	Group	Yes
116	3	Group	Yes
121A	3	Group	Yes
121B	3	Group	Yes
201A	1	Single	Yes
201C	1	Single	Yes
201D	1	Single	Yes
201E	1	Single	Yes
201F	1	Single	Yes
201G	3	Group	Yes
202	3	Group	Yes
203	3	Group	Yes
204	3	Group	Yes
206	3	Group	Yes
301A	1	Single	Yes
301B	1	Single	No
301D	1	Single	No
311	1	Single	No
313	1	Single	No

Please note that the University Libraries reserves the right to change the occupancy limits to mitigate the risk associated with COVID-19. Occupancy limits are posted at each study room.

Computers and Printers

- Public computers are separated so there is 6 feet between each user. 24 stations have been removed to the second and third floors.
- Computers 1 through 12 are high traffic stations used for printing. (See below for a map.) Signs will designate social distancing spacing.
- Group study tables in the Academic Commons will accommodate 2 people sitting at opposite ends.
- First floor glass study rooms will accommodate 2 people sitting at opposite ends of the table.

Floor plans of available computers (marked in red) on 1st, 2nd and 3rd floors.



Delivery Services for Materials in the Library Collections

A system is in place to deliver library materials to those who wish to use them without coming into the building.

- Submit requests through interlibrary loan. Requests will be filled to the extent staffing resources allow. Smaller requests of articles or book chapters will be delivered electronically; otherwise, physical delivery will be required.
- Time permitting, staff will try to confirm the delivery location for materials that need to be mailed to requestors. It would be helpful if requestors would log in to their interlibrary loan account and make sure the address information in ILLiad shows the location where physical materials should be sent.

Interlibrary Loan

Interlibrary loan requests are being accepted and processed.

- Materials that can be delivered electronically can still be expected (not guaranteed) within the normal timeframe of one to three days.
- Materials that will require physical delivery are more likely to experience a delay and could easily take two weeks or longer to arrive.
- For tight deadlines, consideration of alternative materials is encouraged.
- The Interlibrary Loan office space will remain closed to the public until further notice.

Call 605-677-6087 or email ill@usd.edu if assistance is needed.

Instruction

University Libraries have determined that library instruction will be provided via synchronous Zoom sessions during the Spring 2021 semester.

The Library's instructional program has two goals: the instrumental goal of providing students with the skills and resources needed to accomplish assignments and perform disciplinary research and the relational goal of creating relationships between the library and its librarians and students.

To accomplish these goals, librarians will teach information literacy skills via Zoom sessions and then serve as embedded librarians whom students can contact directly for research assistance in accomplishing course assignments.

Zoom allows sessions to be recorded, and librarians can provide instructors links to the recordings for students to reprise the instruction. Because attendees are named in the recordings, they should not be used for different sections or in subsequent semesters.

Librarians who wish to teach in face-to-face mode may do so, provided that they wear masks and observe proper social distancing of students in the library's electronic classroom, IDW 323. (Please note that IDW 323 will be taken offline for a few weeks in late January or February 2021 for renovation and improvement.)

To ensure student privacy, Zoom recordings of spring 2021 library instruction will be deleted no sooner than May 8, 2021 and no later May 12, 2021.

Physical and Electronic Reserves

Electronic Course reserves are the preferred method of providing course materials. Physical Course Reserves will be available; however, faculty are asked to consider alternatives when possible. Quarantining of materials returned to the library may result in a delay in the availability before subsequent use.

- Faculty who wish to have materials placed on Course Reserves may fill out the form [Physical or Electronic Course Reserves](#).
- [Course Reserves policies](#).

Government Documents

- Physical government documents in our collection will be accessible anytime the library is open.
- Many government documents are available online. If they are not available online or are not in our collection, you may request materials through Interlibrary Loan.

If you need to contact the Government Documents Librarian
please email Diane.Frigge@usd.edu.

Reference Services

Virtual Reference Desk

The physical reference desk will be closed. Librarians and staff are available online for drop-in help online. We will answer your questions and help with your research virtually. Contact us through [Ask-A-Librarian](#) via chat, text or email.

- Monday – Thursday 9 a.m. - 5 p.m. and 6 p.m. - 9 p.m.
- Friday 9 a.m. – 5 p.m.
- Sunday 2 p.m. – 5 p.m. and 6 p.m. - 9 p.m.

After hours you may send an email through the link above or
ask@usd.libanswers.com and your inquiry will be answered promptly.

Additional Reference Services

Reference services for the Lee Medical Building, Native Student Center, Veteran Student Services, and the Community College of Sioux Falls (CCSF) are available virtually or by appointment. Students, faculty, and staff may also contact the Reference Desk online as noted above.

Subject Specialist Services

Virtual appointments and consultations with library subject specialists are available on a limited basis.

- Virtual appointments will be held using teleconferencing software platforms such as Zoom or WebEx. Once the appointment/consultation is scheduled the librarian will send you an invitation to meet through either Zoom or WebEx.
- Requests for face-to-face consultation services will be assessed by the librarian relative to the research objectives and risk mitigation.
 - If meeting in person you will be required to wear a mask and practice social distancing.
 - The meeting space will be disinfected before and after the meeting.

South Dakota Oral History Center

- Operation hours for the SDOHC are 8 a.m. - 5 p.m., Monday through Friday.
- Patron contact with the SDOHC and access to its materials and services is encouraged to remain outside of room 231.
- When physical visitation to the SDOHC is necessary, please contact the SDOHC to make an appointment. In accordance with basic social distancing rules and expectations, room 231 can accommodate two people.
- When available, patrons will be encouraged to use room 304 (a space being shared and coordinated with Archives & Special Collections) in order to examine transcripts, audio files, and Cash Library materials.
- Classroom and group sessions, meetings, and other tours of the SDOHC will be limited to online means only (Zoom, etc.).
- Access to unreleased materials - of which copies cannot be made - will be possible only on a very limited basis and with arrangements made by prior appointment only.

Please contact the SDOHC's curator, Sam Herley, at 605-658-3382
or Samuel.Herley@usd.edu to schedule an appointment.