



PROTOCOLS AND GUIDELINES FOR ACCESS AND USE OF LIBRARY PREMISES **DURING COVID 19**

1. PREAMBLE

The Library is mandated to offer limited services to support students who have returned to campus during the Level 3 risk adjusted strategy to the COVID-19 pandemic. This document aims to provide guidelines and protocols for accessing and using Library spaces, facilities and resources.

The protocols and guidelines outlined in this document should be read with the “SMU COVID-19 PROTOCOLS AND GUIDELINES” as announced and published by the Acting Vice-Chancellor on the 22nd May 2020 as the foundational document. All Library clients are expected to study and observe SMU protocols in order to protect themselves and others from the risk of infection.

2. PROTOCOL

3. ACCESS TO THE LIBRARY

Social distancing (1,5 metres) should be maintained inside the Library premises as well as the outside.

All clients have to produce a valid identification card and use the card to access the Library. A manual register will be maintained as a backup for when the access system is down.

Before entering the Library clients will be screened for temperature using Infra-Red thermometer by an allocated university security official. Anyone with a high temperature will be referred to the Campus Health Clinic.

All Clients will need to sanitise their hands before entering the Library

All clients will have to wear a face mask that adequately covers the nose and mouth before entry to the Library

Social distancing will need to be adhered to at all times in the venue; a minimum of 1.5m between clients.

The Library will only be allowed to have 50% occupancy up to a maximum of 50 people.

3.1. LIBRARY HOURS

The Library is currently operating as follows 07h30 – 16h00 Monday to Friday

3.2. USE OF LIBRARY LEARNING SPACES

3.2.1. STUDY DESKS

All Library desks, chairs & other surfaces will be sanitized before the Library opens. Clients may only occupy seats and areas which are demarcated for the purpose. Social distancing will need to be adhered to at all times; a minimum of 1.5m between clients.

3.2.2. DISCUSSION ROOMS & STUDY CUBICLES

These will remain locked until further notice.

3.2.3. COMPUTER LABS

All working surfaces, keyboards and seats in the venues will be sanitized before use. Clients may only occupy seats and areas which are demarcated for the purpose. Social distancing will need to be adhered to at all times in the venue with a minimum of 1.5m between clients.

3.3. PRINTING FACILITIES.

All Machine keypads and working surfaces will be sanitized before use. Strict hand hygiene by clients & Library staff will be enforced; Sanitizer units have been mounted at the Library entrance and other spots in the Library.

Clients will need to follow social distancing guidelines and adhere to them at all times. The accepted minimum distance between clients is 1.5 meters. Visible signage has been provided for the purpose.

3.4. ACCESS TO LEARNING MATERIALS

3.4.1. BOOKS

The Library circulation counter will be sanitized before use and cleaned every 2 - 4 hours. Strict hand hygiene by clients & Library staff will be observed using wall mounted sanitisers and sanitizing wipes before handling books.

3.4.2. ONLINE RESOURCES

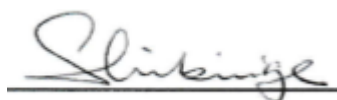
Clients are encouraged to explore Library information resources online by visiting the Library web page. https://www.smu.ac.za/library/about_library/

You are also welcome to contact the staff members listed below for inquiries and support for all client categories; academic staff, postgraduates and undergraduates.

3.5. KEY CONTACTS

The staff members listed below are contactable telephonically or via email for help.

CLIENT SERVICES	NAME	Services
Modisa Khosie modisa.khosie@smu.ac.za Ext. 4151/4544	Senior Librarian: Client Services	Access to the Library, Circulation of Library materials Health & Safety
Mittah Masilela mittah.masilela@smu.ac.za Ext. 4026	Senior Librarian: Acquisitions & Systems	Procurement of Library materials & Interlibrary loans.
Duduzile Ntombela duduzile.ntombela@smu.ac.za Ext. 4642	Senior Librarian: Information services	Academic staff & Postgraduate support
Patrick.Motiang patrick.motiang@smu.ac.za	Librarian	Undergraduate support
Matsedi Mahlatji matsedi.mahlatji@smu.ac.za Ext.3645	Librarian: Technical Services	Library Blackboard, Past exam papers Institutional Repository



SARAH. N. KIBIRIGE, DIRECTOR, LIBRARY & INFORMATION SERVICES

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