

# Mitchell College of Business Library Pandemic Plan

*Staff will follow University-recommended preventive measures. Hand-sanitizer will be made available to both library staff and patrons. Phones, equipment, and computers will be wiped down periodically throughout the day with disinfecting wipes. The MCOB Librarian will take all recommended flu shots from the University.*

## **Situations/Responses:**

### **A. Student Assistant Coverage Impacted**

If a majority of student assistants become ill, especially Level IIs, hours will be shortened and the library will close at 6 p.m. Mon – Thurs. The library will remain open and will be operated by the librarian and any available student assistants.

### **B. Librarian Coverage Impacted**

If the MCOB Librarian becomes ill, available student coverage will be evaluated. If a majority of the student assistants are available (at least two Level IIs to open and close and two Level Is), the students will follow a modified work schedule and the library will close at 6 p.m. Mon – Thurs.

- The MCOB Library index page will be changed to limitedindex.html by either Deborah Harrington or Kathy Wheeler/Amy Prendergast.
- The MCOB Library hours board will be changed by a Level II student.
- The MCOB Faculty will be sent a pre-written notice by e-mail by the MCOB Librarian.
- The MCOB Librarian's phone will be forwarded to the MCOB Service Desk phone.
- The MCOB Service Desk phone message will be changed by the MCOB Librarian to reflect the new hours.
- A referral email message will be activated from the MCOB Librarian's and buscirc email address.
- Timesheets will be verified and forwarded to M. Bullock in the MCOB Dean's Office by one of the Level II student assistants. M. Bullock will check timesheets against the student assistant pandemic work schedule.
- The Post Office on campus will be notified to hold mail until the MCOB Librarian is back at work.
- The collection/delivery of materials between libraries will cease until the MCOB Librarian is back at work.
- Reserves processing will cease until the MCOB Librarian is back at work.
- Service provision will be limited to Level I coverage of the Service Desk which includes basic reference assistance.
- Student assistants will refer circulation issues/problems with checkouts or fines to the University Library Circulation Desk at 460-7028.
- Student assistants will refer higher-level reference questions to the University Library Reference Desk at 460-7025.
- Student assistants will refer facility/security issues to MCOB Administration through M. Bullock or M. Beasley.
- Student assistants will refer library policy/administrative issues to Library Administration at 460-7021 through G. Edgar or R. Warren.
- MCOB Administration will be asked to check in on the student assistants through M. Bullock or M. Beasley.

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## C. Student Assistant & MCOB Librarian Coverage Impacted OR University Closing

If both a majority of the student assistants & the MCOB Librarian become ill, the MCOB Library will be closed with MCOB Administrative approval through the MCOB Dean or designee.

If the University closes, the MCOB Library will be closed and all facility services will cease.

1. All the servers located at the Computer Center and vendor sites will remain in operation.
2. USA researchers will be able to access electronic resources remotely including:
  - MCOB/University Library Home Page
  - SOUTHcat Catalog
  - eReserves
  - Electronic databases & full-text journals
  - Electronic books, documents, & reference sources
3. Announcement regarding closure will be posted via email, MCOB Library Hours Board, Service Desk phone and MCOB Library Homepage.
4. Reference service – the MCOB Librarian will answer email on a limited basis.
5. The MCOB Librarian’s phone will be forwarded to the Service Desk.
6. Circulation – Any books “due” during the closure will be “renewed” per the University Library. A message to return MCOB library materials to the University Library bookdrops will be delivered via signs posted on the MCOB LRC outer doors as the MCOB Library homepage, hours board, and Service Desk phone message.
7. The Post Office on campus will be notified to hold mail.
8. An email message will be activated from the MCOB Librarian’s and buscirc email address.
9. If the MCOB Library closes while the University remains open, the library’s computer lab will not be accessible. The MCOB Systems Administrator will be contacted to evaluate the need for the student lab MCOB 148 to be opened instead.