

## Spring 2021 Library Services Plan

**All District employees must follow City of Long Beach health orders and LBCC rules for accessing campus at all times. In addition to the health risk, not following these rules could jeopardize LBCC's ability to offer on-site instruction.**

### **General Physical Distancing Protocols**

- All individuals will wear a face covering at all times and maintain at least six-foot distance.
- **Hand washing:** Everyone will wash their hands when they arrive and throughout the work day.

### **Additional Hygiene and Sanitization:**

- 72 hours quarantine period for any book, new or old, coming in/returning to the library (in addition to sanitizing them)
- Sanitizing/disinfecting and cleaning of library spaces (including break rooms, desktop spaces, and library space)
- Cleaning and sanitizing book drops
- Not allowing student patrons inside the library at any time.
- NO curbside book returns
- Emptying book-drops Monday through Thursday

### **Supplies for Book Distributions:**

- Scanners (5)
- Disposable book bags (for curbside pick-up)

### **Drive-thru Distribution Set-up:**

- Signage and cones designating drive-thru route
- Designated walk-up option for students without a vehicle
- Table and canopy

### **COVID-19 RESOURCES**

- **Appendix A: COVID-19 Protocols for Employees**
- **Appendix B: COVID-19 Resource Guide for Students**
- **Appendix C: LBCC Library Emergency Fair Use of Textbooks**
- **Appendix D: How to Request Digital Chapter of a Textbook**

## Spring 2021 Library Services Plan

### **LIBRARY CURBSIDE AND DIGITIZATION PLANS**

#### **1. How long are students allowed to keep reserve texts?**

##### **1. a. Borrowing: Curbside**

- Utilizing a curb-side-pick-up method we propose that our overnight reserve books will circulate for one week instead of one day. This will allow students more time to use/return their items.
- We can also circulate our regular books by curbside pick-up and we propose to extend their due dates from 3 weeks to a 1-month loan period or longer.
- Appointments for students to pick-up their requested materials will be made in 15-minute intervals. The student will be instructed to call the library when they arrive to be assisted.
- Book requests and digitization can be searched for and made through Alma/PRIMO, the library online-catalog.
- There will also be quarantine period for all returned items of at least three days before an item will be allowed to circulate again
- Curbside pick-up will NOT receive any returns. All returns must be returned to the library outside book-drops.
- See here for curb-side-pick-up guidelines: <https://ideas.demco.com/blog/checklist-library-curb-side-pickup-services/>
- See here for book quarantine guidelines: <https://ideas.demco.com/blog/how-to-quarantine-public-library-materials/>

##### **1.b. Digitization:**

- We need five (5) flatbed scanner (three for LAC; two for PCC), OCR capable and ADA compliant to ensure that the scanned pdf is accessible to screen readers.
- Need to update computer software to be compatible to scanner.
- Trained staff on scanning and saving materials on iCloud or thumb drive
- Before a book is scanned, the staff needs to double check the schedule of classes that the class is not cancelled and has 15 students enrolled
- Determine which book should be scanned first...i.e. Math books get priority
- Divided among staff to scan and each person is responsible for 5 to 10 textbooks to be scanned.
- Only current students @LBCC may request book-scans.
- Digitization Request thru Alma features and Circ staff will check it Monday - Thursday and fulfill the order.
- We plan to limit to 1 or 2 request per day for each student, and it can only be one chapter at a time. So, if a book has 30 chapters, the student will have to request it 30 times.
- Digitization request will be sent as PDF file to student e-mail account with Fair Use Cover Page (see attachment LBCC Library Emergency Fair Use of Textbooks).
- Announce to students it may take 48 hours to 72 hours to fill an order.
- In terms of Fair Use, we're planning to use the same language as Santa Barbara City College (see attachment LBCC Library Emergency Fair Use of Textbooks).
- After the pandemic subsides and we return to the library, the department will review and adjust the digitization request offerings

##### **1.c. Supplies**

Needs supplies for book quarantine (requisition follows)

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### 1.d. Additional website links:

- How to Sanitize Collections in a Pandemic  
<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>
- Handling Library Materials and Collections During a Pandemic  
<http://www.ala.org/alcts/preservationweek/resources/pandemic>

### 2. Are any reserve texts available as ebooks?

- **VitalSource, RedShelf, Wiley, Elsevier, Pearson and Cengage eTextbook Providers**

When LBCC went remote in mid-March 2020, the campus bookstore partnered with the third party eTextbook provider VitalSource that provide free access to certain titles. That service ended at the end of the Spring 2020 semester. With the summer session in full swing, the bookstore has resumed selling textbooks with curbside pick up.

In addition, such popular eTextbook providers as mentioned/identified are now requires payment for accessing their resources. Users can Rent or Buy the eTextbooks to be accessed by one person, the buyer, and not shareable with other users (NOT multi-user access).

- **Proquest OASIS** offered an additional e-book packet for \$1000. The hold back when we searched for popular titles, only one title was found and it was also an older edition that students cannot use.

### 3. Are there any issues with copyright infringement if copies are made of reserve texts?

The LBCC Library practice for reserves, including electronic reserves, is based on the principle that the fair use provisions of the Copyright Act of 1976, Section 107 permit the making of copies of copyrighted material for classroom use as long as consistent with the four determining fair use factors. We use the American Library Association guide for [Fair Use and Electronic Reserves](#) in modeling our policy and decisions.

- During the pandemic period, the *fair use document* concerning copyright law allows academic institutions to right to use copyrighted materials for education purposes. Many colleges are already scanning textbooks for students this summer.
- In terms of Fair Use, we're planning to use the same language as Santa Barbara City College (see Appendix C: LBCC Library Emergency Fair Use of Textbooks).
- Library Digitization Projects and Copyright – Part I – Introduction and Overview  
<https://www.llrx.com/2002/06/library-digitization-projects-and-copyright-part-i-introduction-and-overview/>
- Library Digitization Projects and Copyright – Part II – Expiration of Works into the Public Domain  
<https://www.llrx.com/2002/06/library-digitization-projects-and-copyright-part-ii-expiration-of-works-into-the-public-domain/>
- Copyright for Libraries: General Information <https://libguides.ala.org/copyright/general>
- Copyright and Distance Education  
[https://web.archive.org/web/20081220044649/http://www.copyright.iupui.edu/dist\\_learning.htm](https://web.archive.org/web/20081220044649/http://www.copyright.iupui.edu/dist_learning.htm)
- Other Copyright information <https://www.copyright.gov/title17/>

## Spring 2021 Library Services Plan

### Building L Access Plan



- Drive-thru route in Lot C

## Spring 2021 Library Services Plan

### Building L Access Plan



Restroom noted above. Staff will enter Building L via the main entrance (east side).

## Cleaning Protocols

### Library Staff:

**Library Staff will be responsible for cleaning the areas in which they work and sanitizing specialized equipment.**

Facilities will deliver cleaning kits for the Library with instructions not to remove them. The disinfectant wipe buckets are reusable, and Facilities asks that those not be thrown away. Please call ext. 4040 when they need to be refilled. Each kit includes the following:

- 1 bucket of 800 disinfect wipes
- 1 box of gloves
- 1 box of mask
- 1 lg hand sanitizer
- 10 personal sanitizing pens

Each wipe has a 99.9% kill claim. The usage should be as follows:

- Use Gloves
- Remove pretreated wipes from container
- Wipe down dirty surfaces
- Allow to air dry (Leave wet, do not use a towel to dry)
- Discard used wipes in trash cans located in classrooms

### Facilities Staff:

- **Library:** At the end of the day, 4 employees per cleaning team (35 min. clean time)
  1. Team 1—1 employee will cover cleaning the door handles and other flat surfaces. 2<sup>nd</sup> employee will cover cleaning tables and chairs.
  2. Team 2—1 employee will cover removing trash and spraying sanitizer on cleaned areas allowing a 5 min. dwell time, 2<sup>nd</sup> employee will mop floors with disinfectant.
- **Restrooms:** At the end of the day, 4 employees to cover Men's and Women's restrooms (20 min clean time each including dwell time)
  1. Team 1—clean fixtures, disinfect sink and toilets
  2. Team 2—remove trash, spray sanitizer, clean floors with disinfectant

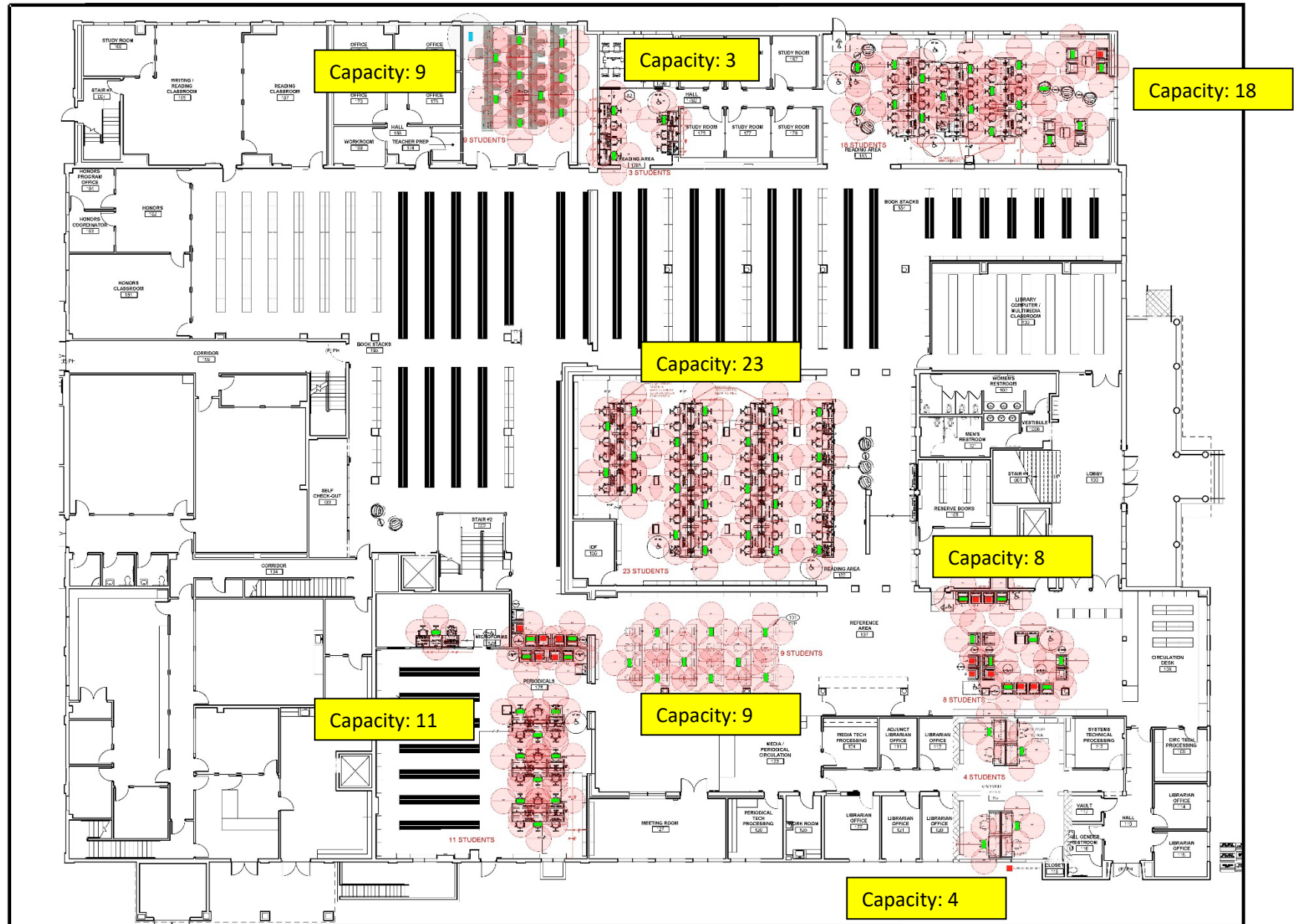
\*Restroom cleaning will be increased to hourly instead of every two hours. The same **COVID – 19 Cleaning Protocols** will be in place (*Cleaning, Disinfecting, and Sanitizing*). Restrooms being serviced will be closed for **30 minutes** for drying and dwell times.

### Spring 2021 Library Services Plan

1. Name of Center or Area:	<b>LAC Library: L-108</b>
2. Hours of operation:	<p><b>CURBSIDE BORROWING PICK-UP</b> Monday and Thursday: 10:00am - 1:00pm and 3:00pm – 6:00pm Location: Drop-Off Lot C</p> <p><b>DIGITIZATION/SCANNING OF RESERVE TEXTBOOKS</b> Monday thru Thursday: 10:00am-9:00pm Location: Circulation/Reserve Desk Area</p>
3. How many students/employees: (How many staff can safely occupy the space)	<p>2 Library Staff (Library Assistant, Lead Library Technician); 4 Student Assistants (from LAC and PCC Library Account, not FWS); 1 Librarian (supervision of academic personnel Education Code 78103) with at least six-foot distance at all times.</p> <p>No students will enter the Library building at any time.</p>
4. Entry/Exit Strategy:	<p><b>Staff Entry/Exit:</b></p> <ul style="list-style-type: none"> <li>• Bldg L main entrance and L 108 for processing materials at the Circulation/Reserve Desk counter</li> <li>• Bldg L, South East outside hallway near L-108 to Circulation/ Reserve area from Lot C curbside borrowing</li> </ul>
5. PPE/Social distancing strategy:	<p><b>Social/Physical Distancing:</b> Spacing of staff workspaces at the Circulation Desk counter and in the Library space.</p> <p><b>Hand washing:</b> Signage at the entrance. (Restrooms outside of L-103)</p> <p><b>Masks:</b> Required and <u>mandatory</u> before entering.</p> <p><b>Disinfection:</b> Located on the Circulation Desk counter and at designated areas in the Library and Restrooms. (Disinfectants and hand sanitizer)</p>
6. Days requested to meet on campus:	<p><b>Curbside Borrowing Pick Up:</b> Mondays, Tuesdays, Wednesdays, and Thursdays, 10:00am-6:00pm</p> <p><b>Digitization/Scanning of Reserve Textbooks:</b> Mondays, Tuesdays, Wednesdays, and Thursdays, 10:00am-9:00pm</p>



### Library First Floor Maximum Capacity in Common Areas





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### Appendix A: COVID-19 Protocols for Employees

Long Beach City College remains closed in response to the COVID-19 global pandemic. However, the City of Long Beach and LA County Departments of Public Health permit certain on-campus activities, as long as the District complies with health orders. We are taking many precautions to support the health and safety of our employees, students, and community, and we ask you to do your part.

**If you test positive for COVID-19, have symptoms consistent with COVID-19, have been in close contact with someone who has or is likely to have COVID-19, or suspect you may have been exposed to COVID-19**, stay home and do not come onto campus. If you need assistance with appropriate leave related to COVID-19 exposure, contact Mei Shih in Human Resources:

- (562) 938-5250
- [Covid-HRhelp@lbcc.edu](mailto:Covid-HRhelp@lbcc.edu)

This notification applies to all employees, and includes essential personnel and those employees who are working remotely. The City of Long Beach defines close contact as a person who meets any of the following conditions:

- Lives with or frequents the household where someone with or likely to have COVID-19 resides
- Is an intimate partner of someone with or likely to have COVID-19
- Is a caregiver for someone with or likely to have COVID-19
- Has had any contact with someone with or likely to have COVID-19 while they were symptomatic, including anyone who:
  - o Was within 6 feet of someone with or likely to have COVID-19 for more than 15 minutes OR
  - o Had unprotected direct contact to secretions or excretions (sneeze or cough) of someone with or likely to have COVID-19

If you are approved to access campus and are included on the weekly Essential Personnel list, below are the directives to follow:

- Stay home if you are sick, have symptoms consistent with COVID-19, or have been in close contact with someone who has or is likely to have COVID-19. Symptoms include a fever of 100.4 or higher, coughing, shortness of breath, and fatigue.
- Wear a face covering over your nose and mouth.
- Maintain at least a six-foot distance from others.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth when coughing or sneezing. Wash your hands immediately afterward.
- Park with one space between each vehicle.
- Do not access any area that is blocked off or any area that has not been pre-approved.
- Do not linger or loiter once your business on campus has been completed.

The District is also hosting the City of Long Beach Rapid Assessment Clinics at both campuses.

If you need to be tested, please visit <http://www.longbeach.gov/health/diseases-andcondition/information-on/coronavirus/covid-19-testing/> to make an appointment. LBCC employees may use the "Employee" line.

They will be asked to show an LBCC ID, or other evidence of LBCC employment (i.e. a pay stub with a photo ID).

We know that this is a very difficult time. In addition to employee health insurance,

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employees can access confidential assistance through the MHN Employee Assistance Program, which offers a wide variety of services to help balance work with life and address other life challenges, such as marriage, relationship, and family issues; domestic violence; traumatic events; workplace issues; alcohol and drug dependency; stress and anxiety; depression; grief and loss. Employees may call 24 hours a day, seven days a week at (800) 777-9355. To access these services online, please visit the [MHN website](#) (Access code: *lbccd*).

For the latest LBCC information on COVID-19, please visit <https://www.lbcc.edu/coronavirus>.

**Appendix B: COVID-19 Resource Guide for Students**

**COVID 19: HELPING TO PREVENT SPREAD OF INFECTION, SELF CARE, AND RESOURCE GUIDE**

Students who test positive for COVID-19, are likely to have COVID-19, or have been in close contact with someone who has tested positive or is likely to have COVID-19 should not come on campus and call Student Health Services for assistance with Medical or Mental Health concerns at **562-938-4210**.

If you would like to be tested for COVID-19, the City of Long Beach offers free tests. Please visit:  
<http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/>

**Per the Center for Disease Control and Prevention:**

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

**Everyone Should:**

**Wash your hands often**

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

**Avoid close contact**

- **Maintain 6 feet of distance between yourself and anyone who is sick and people who don't live in your household.**
  - . Remember that some people without symptoms may be able to spread virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).

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- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

### Cover your mouth and nose with a mask when around others

- Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- The mask is not a substitute for social distancing.

### Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect

- **Clean AND disinfect** [frequently touched surfaces](#) **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.

### Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- **Create a schedule and routine.**
- **Exercise regularly.**
- **Reduce stress \*.**
- **Get plenty of sleep.**
- **Maintain a healthy diet.**

### Additional Online COVID-19 Resources

LA County COVID-19 information website: [www.covid19.lacounty.gov](http://www.covid19.lacounty.gov)

Long Beach Health and Human Services COVID-19 website: [www.LongBeach.gov/COVID19](http://www.LongBeach.gov/COVID19).

Los Angeles County COVID-19 testing sites: [www.covid19.lacounty.gov/testing](http://www.covid19.lacounty.gov/testing)

Home Quarantine Guidance for COVID 19: [HOME ISOLATION INSTRUCTIONS FOR PEOPLE WITH CORONAVIRUS-2019 \(COVID-19\) INFECTION](#) at [www.LongBeach.gov/COVID19](http://www.LongBeach.gov/COVID19)

CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov/communication](http://www.cdc.gov/coronavirus/2019-ncov/communication)

## Appendix C: LBCC Library Emergency Fair Use of Textbooks



### Emergency Fair Use of Textbooks

As part of LBCC Library's effort to prevent the spread of COVID-19, you can fulfill scanning requests that exceed what might be reasonable under normal circumstances. As explained in the [Public Statement of Library Copyright Specialists: Fair Use & Emergency Remote Teaching and Research](#), fair use can permit more extensive scanning as part of a legitimate response to a public health emergency such as this one.

Do note that some textbook publishers and other academic vendors are making resources freely available to institutions affected by COVID-19 closures. Information about which vendors are making these offers is being [collected here](#) and may also be found on the vendors' website or social media. Please note that vendors may revoke access to their resources at any time. Please do not make share any materials that are being made freely available.

When the physical library reopens, we will discontinue this service. If you have questions about copyright, please consult LBCC Library's [Copyright & Fair Use guide](#).

#### **DISCLAIMER**

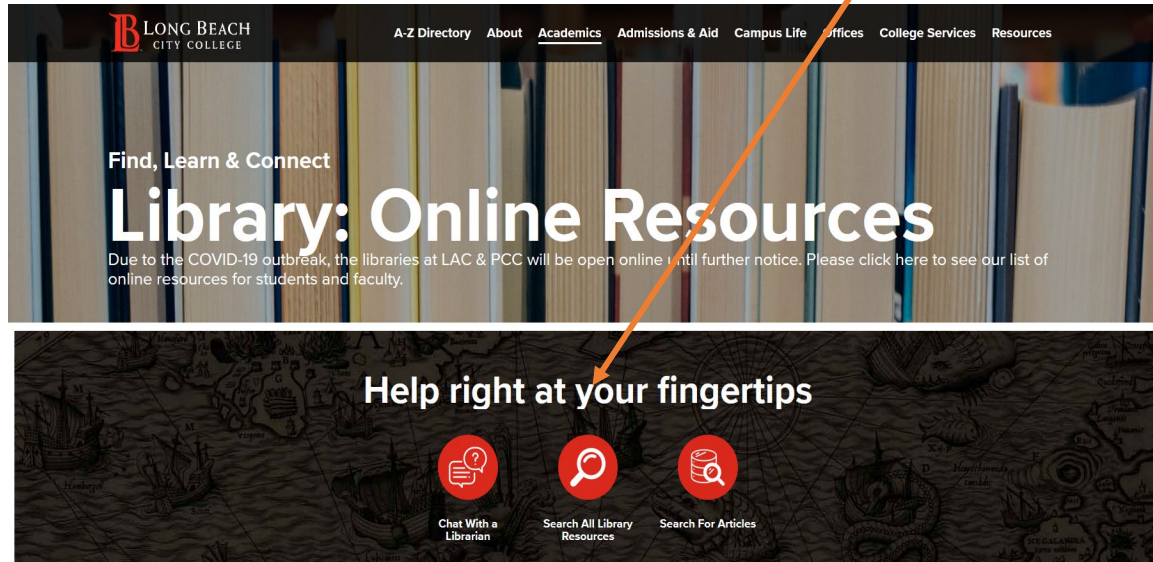
*This scan is being provided as part of the Long Beach City College's effort to prevent the spread of the COVID-19 virus. It is for your personal use only, and is only intended for use during the time when the campus public health measures prevent access to your personal copy or a copy on physical reserve at the Library. Please discard this copy once you have access to your personal copy or to the physical copy at the Library, and do not share it.*

## Appendix D: How to Request Digital Chapter of a Textbook

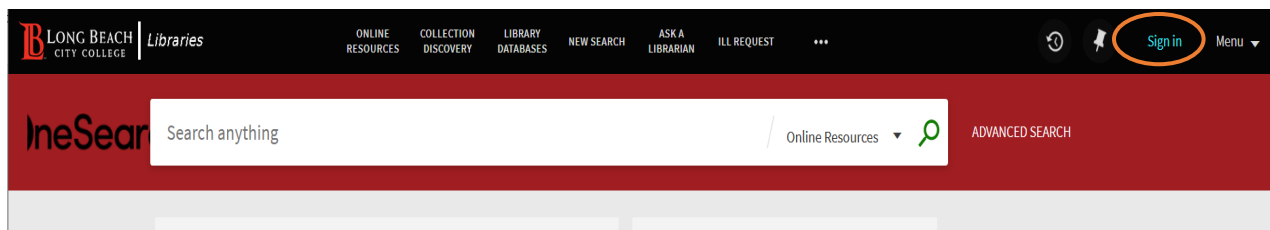


### How to Request Digital Chapters of a Textbook

1. Go to Library Homepage:  
<https://www.lbcc.edu/library> and click on Search Library Resources



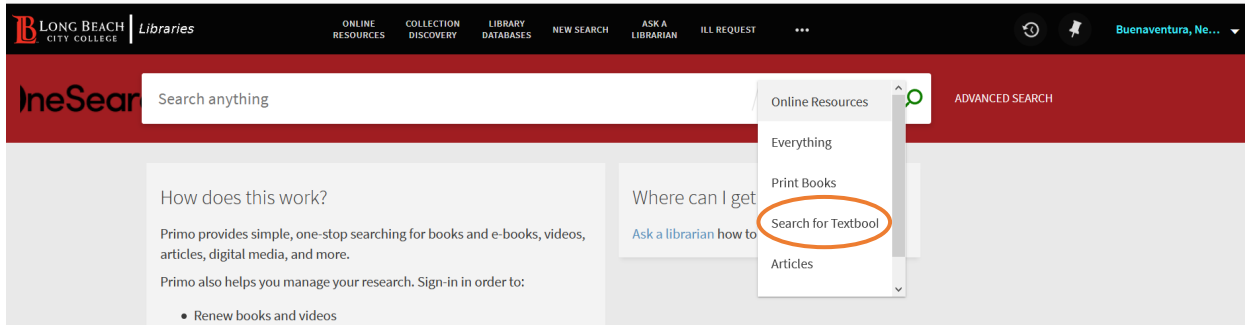
2. Click Sign in, on the upper right-hand corner of the page to sign into your library account (same as portal).



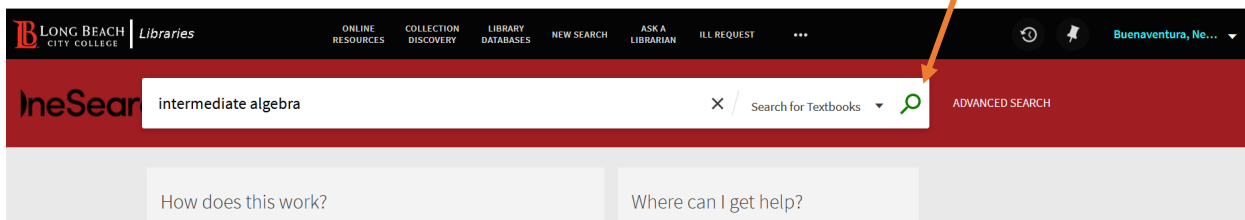
3. Click on the arrow (▼) on Online Resources and choose Search for Textbook



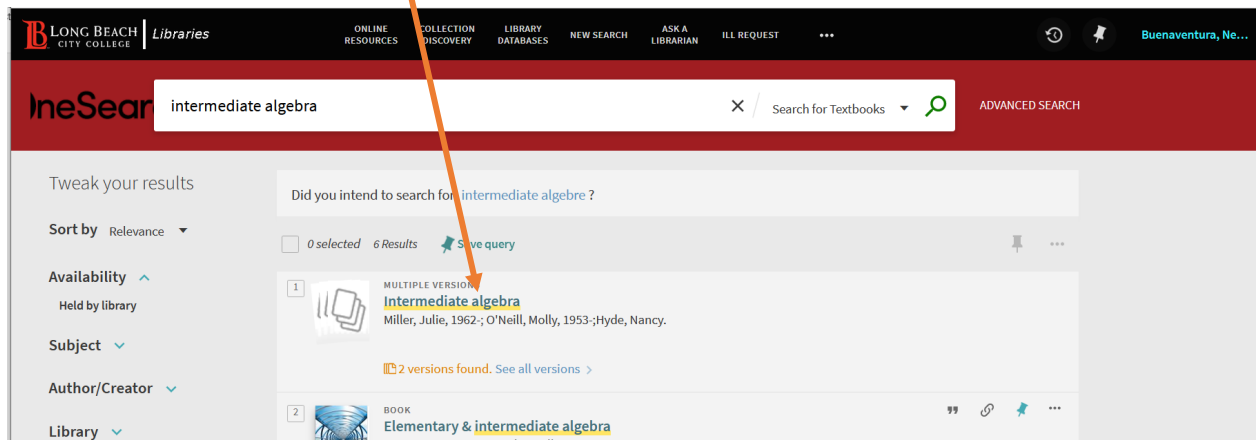
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4. You can search by title, author, or by keyword. Hit enter OR click the magnifying glass to search.

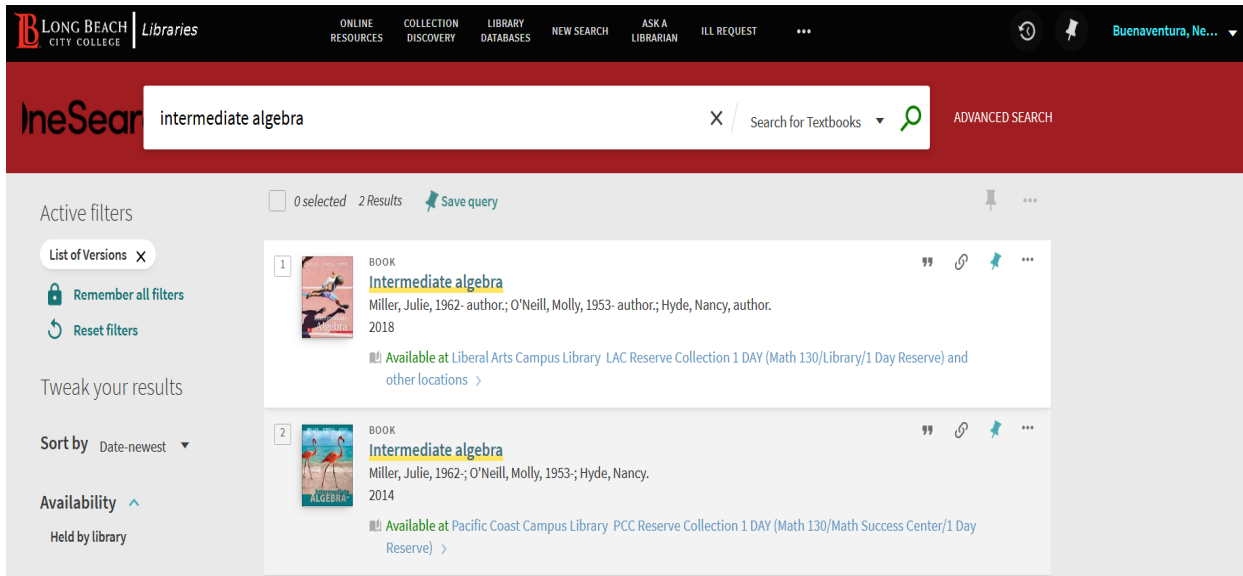


5. Look for the desired titles and Click on the title



6. Look for titles that are available from the Reserve Collection. Click on the title of the reserve textbook either from LAC or PCC location.

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7. Under Get it, click on sign in choose the type of Request: Book Borrowing or Textbook Digitization.



8. Choose the type of Request: Book Borrowing or Chapter Digitization. Fill out the form and type of request. Click Submit. You will receive an email when to pick the books or a digitized copy of the requested chapter attached as a PDF.

Inserted illustration from Alma once Jeff loaded the request

Circulation email: [lac-circ@lbcc.edu](mailto:lac-circ@lbcc.edu) (where request to send)

<https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3DreYxgPt7mkCSzRY2Die9ZTOJuelrrSZDilwmu-wfGWIURUdFVIBDWFBKODINMkc5OFg3SjIHSVJVQi4u>

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9. Request are processed Monday - Thursday from 8am – 5pm. Textbook digitization may take up three (3) to five (5) days processing time. Library Staff will try to accommodate your request and support your needs.



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