

CYPRIOI INSTRUCTIONS TO OTHER LIBRARIES (MUNICIPAL, COMMUNITY, STATE, SCHOOL, ETC.) FOR RE-OPENING

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These recommendations and measures were prepared by a team of librarians, taking into account the instructions of the Republic of Cyprus and good practices followed both by libraries worldwide and recommended by international library organisations.

The implementation of the recommendations and measures proposed depends on the type of library – academic, state, municipal, school, special or otherwise.

Recommendations on staff and workplaces

- Maintain a physical distance of 2 (two) meters between individuals.
- Any employee or user with a fever or cough should not come to the Library.
- Careful hand washing using an alcoholic solution or washing with soap and water after contact with natural objects and avoiding touching the face.
- Cover the face with tissue when coughing or sneezing or, alternatively, use the inside of the elbow.
- Use a mask and face shield when serving users.
- Installation of a transparent partition at the lending desk and possibly between offices, if necessary, in order to maintain distances between employees.

Recommendations for cleanliness and hygiene of premises

- Use hand-steriliser at the entrance, as well as gloves and masks where necessary
- Carry out a daily and thorough cleaning of common library spaces and disinfection of frequently used surfaces (high touch surfaces) such as doorknobs, and door handles, chairs and table/table/office surfaces, keyboards and screens of electronic devices and mobile phones, photocopiers, automatic lending-return machines, switches, handles, faucets, lift buttons etc with cleaning solution (either alcoholic solution or diluted chlorine solution 3% 1/30).
- Carry out daily cleaning and disinfection of the toilet and surfaces of the room with cleaning solutions (diluted bleach solution 3% 1/30). When using the toilet it is recommended to close the lid before using the flush, and also to clean hands BEFORE AND AFTER using/cleaning the toilet. Finally avoid congestion within the enclosed areas of the toilet. It is recommended to check children who enter the toilets in order to avoid groups forming in the toilet area as far as possible.
- Carry out daily floor cleaning with cleaning solutions (preferably diluted bleach solution 3% 1/30).
- Carry out systematic ventilation of the premises

Recommendations for public service

- Install hand-sanitiser dispensers at the entrance.
- Restrict the admission of members of the public according to the surface areas of the library - 8 m² per user is recommended.
- Modify public service hours
- Offer a remote service where possible using digital resources.
- Provide an on-demand service and prepare books in advance in order to reduce the time the public stays on the library premises.
- Place adhesive markings on the floor to indicate distances to keep.

- Reduce and space reader desks in order to keep the recommended distances between people.
- Reduce and space out computer terminals in order to keep distances
- Limit time spent on computers, as well as in the reading room.
- Limit the use of reading rooms.
- Limit access to bookshelves and public service through librarians.
- Designate personnel to control traffic at entry and exit.

Recommendations for the use of Library material:

- Look to enable borrowing and returns of material without contact between users and staff, where possible (use of automatic lending-return machines, where available)
- Returned materials (books, CDs, etc.) should be kept for 72 hours in a place where users or staff will not have access or in boxes marked on the date of receipt based on the instructions of the European Bureau of Library(Information and Documentation Associations) <https://mailchi.mp/75d312f57c24/ebliida-newsletter-4155369?e=df034ba794>
- Material that has not been used since the date of the library's closure is safe to borrow.

Special Topics

- Avoid the collection of money related to fines
- Do not organise events, avoid of guided tours and unnecessary visits to the library premises.
- Supply material only upon request for the day and time of delivery Informing the public
- Libraries should inform the public of the new operating conditions using its media (websites, social media, press releases, etc.)
- Put up posters and informational material with the terms of use and hygiene and safety rules.