

## **INSTRUCTIONS TO USERS AND VISITORS OF THE CYPRUS LIBRARY**

### **Measures for the Reopening of the Cyprus Library**

29 May 2020 – Original in Greek, translated by IFLA

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 recommendations have been approved by The Medical and Public Health Services.

#### Measures for staff and workplaces

- Maintain physical distance of 2 (two) meters between individuals.
- Any worker with a fever or cough should not come to the Library.
- You should cover their face with tissue when coughing or sneezing or, alternatively, use the inside of your elbow.
- Use a mask and face shield when serving users.

#### Measures for users

- Use hand-sanitiser after entering the Library
- Restrict admission by the public according to the square meters of the library. 8 m<sup>2</sup> per user is recommended, with a maximum of 11 people in the Building of Freedom Square and 6 people in the Reading Room of Faneromeni
- Search for your books using the library's online directory (<http://opac.cypruslibrary.gov.cy/>)
- Users are encouraged to arrange visits in advance to locate and prepare books in order to reduce the time spent public stays on the library premises.
- Respect the rules.
- Limit the number of reader desks in order to keep the predicted distances between people.
- Limit time spent on computers as well as stays in the reading room.
- Readers are encouraged to avoid access to the bookshelves and to wait to be served by librarians.

#### Recommendations for the use of Library material

- Users who only wish to return books can use the return box outside the library entrance.
- Returned materials (books, CDs, etc.) should be kept for 72 hours in a place where users will not have access under the instructions of the European Bureau of Library, Information and Documentation Associations (<https://mailchi.mp/75d312f57c24/eblida-newsletter-4155369?e=df034ba79>)
- Material that has not been used since the library's closure is safe to borrow.

#### Special Topics

- Events, guided tours and unplanned visits to the library premises are to be avoided.
- Materials should be supplied only upon request for a specific day and time of delivery

#### Hours

Monday - Friday 8.00 a.m. - 2.00 p.m. for the public. Exceptionally, the Cyprus Library will not be open in the afternoons for the month of June.