



### **David Allan Hubbard Library Book Pick Up Guidelines.**

In an effort to grant access to print items, the Hubbard Library, located at 135 North Oakland Avenue in Pasadena, is offering a book pick up service to start June 1, 2020. This service is only available to current students and faculty for a limited time on specific days.

#### **Social Distancing and Sanitation**

- The library is not open to patrons for any reason (i.e., use of bathrooms, study spaces, printing, scanning, etc. is still prohibited)
- Library staff will wear a face covering and gloves for the retrieval and disbursement of items.
- Books will be pre-packaged in plastic bags.
- Patrons picking up items are required to wear their own face coverings while on campus. Refusal to do so may mean forfeiture of items.
- Social distancing will be observed while waiting in the designated area.
- Markings in front of the library, steps, and ramp are made to ensure proper social distancing.
- Patrons must confirm their pick up time, and their agreement to follow the book pickup guidelines, 24 hours prior to arrival.
- Library staff will place a pick up package on the table; patrons will take the package from the table.
- Table sanitization will occur after every pick up.

#### **The pick up process will occur as follows:**

- Patrons will fill out a form online to request books at least 2 business days before expected pick up.
- Once items are pulled, they will receive a confirmation email with the day and time for book pick up, and the patron will also need to confirm. If the patron fails to confirm their pick up time at least 24 hours before the scheduled time, their time will be rescheduled to a later date and again sent for subsequent confirmation.
- Face coverings and Fuller IDs are required for pick up - no exceptions, unless prior accommodations for health reasons are agreed to upon request.
- Upon arrival, we will have a table outside the library where the item(s) will be picked up. Patrons will need to present ID for confirmation.
- Items will be pre-packaged in bags.

- Waiting patrons will need to be six feet or more from each other. Markings will be located on the steps, ramp, and sidewalk to ensure social distancing.
- Patrons are encouraged to leave campus after receiving their items.

### **Staffing and Scheduling**

- Library staff assisting with book pick up will rotate every half hour.
- No more than 40 patrons will be scheduled per day.
- Sick employees will be required to stay home and follow Pasadena Public Health guidance for self-isolation if applicable.