

Recommended Procedures for Handling Books during a Pandemic

In the Media Center

Touchless Book Browsing:

Students will browse books in Destiny. They will be taught how to access Destiny, How to Log-in, and How to Search for books, and How to place a hold for a book (They will not be allowed to go to the shelves and look for books themselves).

Books will be pulled by the Ms. Corley or myself and be delivered to classrooms or be ready for the class on their next visit. Students may not share the book with classmates. This process will be used for Distance Learners as well.

When books are returned to the Media Center, they will immediately be placed in a book bin. Books will be quarantined for 3 days in the bin, at which time they will be checked-in, wiped down with a Clorox wipe, and dried off. These books will then be available for check-out.

Classroom Libraries

Teacher may develop protocol for how students browse and request a book in their classrooms. They may want to develop a list of books in their collection for students to choose from.

Student may not share the book with a classmate. Once returned to the teacher, the book should be quarantined for 3 days and then may be placed back on the shelf.