

Van Wagenen Library operations, Fall 2020

1. **PLEASE READ ALL SIGNS:** There are numerous new signs in the entrance doors and throughout the library. They all contain important information and may be updated as the semester progresses.
2. **MASKS:** Masks must be worn at all times while using the library.
3. **LIBRARY OPEN HOURS:** The library will be open to the SUNY Cobleskill community Monday through Friday from 7am to 5pm. Most services shall continue to be available evenings and weekends remotely. Please contact other services in the building such as CASE or Career Development for their fall schedules.
4. **LIBRARY CAPACITY:** The common areas on the first floor will be open with reduced seating. Capacity of the library is around 50 patrons. This accounts for all socially spaced computer workstations and tables. Hand sanitizer stations and other equipment will be used to support clean and safe spaces. The second floor will be accessible to library faculty and staff only. Note that **CASE/EOP** have their own entrance on the lower level. Access to these services is not possible from the library's main floor at this time.
5. **ALWAYS CHECK IN AND OUT:** Anyone using the library will be required to check in first at the circulation desk. Here you will pick up any books or equipment you have requested or pick up your reservation for a computer workstation or table. When you are leaving the library after using a workstation or a table, please check out at the circulation desk.
6. **RESERVING A COMPUTER OR TABLE:** You can reserve a table or workstation in advance. You may also request a book or equipment in advance. This is the preferred method and will help minimize contact while using the library. Reserving a workstation or table is done through the catalog the same way as requesting a book/DVD. Patrons picking up books or ILL items may enter the library for that purpose only without reserving a space.

Direct links to request a workstation (PC or Mac) or a table in advance. You will need to sign into the catalog to make your request.

Tables: https://suny-cob.primo.exlibrisgroup.com/permalink/01SUNY_COB/1or84s9/alma991630370004819

Mac workstation: https://suny-cob.primo.exlibrisgroup.com/permalink/01SUNY_COB/1or84s9/alma991630370104819

PC workstation: https://suny-cob.primo.exlibrisgroup.com/permalink/01SUNY_COB/1or84s9/alma991630370204819

NOTE: When you select a start date, you must also select an end date. Just use the same date for the end date.

7. **HYGIENE:** Patrons using a workstation or table will be responsible for wiping down the computer keyboard and mouse or table before and after use. Sanitizing spray bottles and paper towels are located in two places in the library for this purpose. Hand sanitizer is also located at these stations. Masks must be worn at all times while using the library.

Please see our "Fall 2020" library guide at this url for details on all library operating procedures. [Fall 2020 library guide](#) . As our operations may change over time, please check this guide often.

Thanks, we look forward to working with you.

Van Wagenen Library faculty and staff.

8/14/20