

Milligan Libraries COVID-19 Use Policy (rev. 06.11.2020)

Coinciding with the reopening of the Milligan College campus on Monday, May 18, 2020, Milligan Libraries locations (Welshimer and Seminary Libraries) have reopened. For the continued health and safety of all library users and staff please observe these use procedures closely.

Library hours (summer schedule): Monday-Thursday, 8 AM – 5 PM, Friday, 8 AM – 12 noon

In-Library Use (refer also to Milligan University Procedures for Campus Facilities Access below)

- 1) Do not come to the library if you are not feeling well or exhibit symptoms such as fever, cough, or shortness of breath
- 2) Use hand sanitizer when entering the library (located at the Circulation Desk)
- 3) Maintain social distances of at least 6 feet from other persons, especially at photocopiers, computers, book stacks, and restrooms (wash your hands with soap and water!)
- 4) You are strongly encouraged to wear a face mask in common areas
- 5) Wearing face masks **AND** maintaining 6-foot social distancing are **REQUIRED** if using a table or study room with other people
- 6) Use hand sanitizer before leaving the library

Contactless Delivery

We are pleased to continue contactless delivery at the front doors for a limited number of requested books and media items to **local users**.

- 1) From the Milligan Libraries [website](https://library.milligan.edu/) (<https://library.milligan.edu/>) navigate to the online catalog (Resources > Books/ Media Catalog > Milligan & Libraries Worldwide) to search needed items
- 2) Email [library @ milligan.edu](mailto:library@milligan.edu) with the subject line: Library Book/Media Request
- 3) In the body of the email include your First and Last Name, the Last 6 digits from your Milligan ID Card, your Milligan email address, and pickup library location (Welshimer or Seminary)
- 4) Include the Title, Author, and Call Number of up to five (5) book or media items at a time. Pay close attention to the library location (Welshimer or Seminary)
- 5) We will retrieve and checkout the requested items for you. You will receive an email when your items are ready for pickup
- 6) Come to the front door of the library between 10 AM and 4 PM (10 AM – Noon on Fridays). Items not picked up will be available the next business day

If you **do not live locally, or you live locally with extenuating circumstances**, limited requests for scanned book chapters will be considered on a case-by-case basis consistent with copyright limitations. Contact us at 423.461.8703 or [library @ milligan.edu](mailto:library@milligan.edu) for more information. We cannot mail/ship physical items at this time.

Interlibrary Loan

We have resumed our interlibrary loan service. However, item availability from other libraries may be delayed or not available. Please allow additional time, and note that the fulfillment of your requests cannot be guaranteed. Use ILL request links on the Milligan Libraries [website](https://library.milligan.edu/) (under the “Campus & Interlibrary Loan” dropdown menu).

Thank you for your cooperation!

Gary F. Daught Director of Libraries

Milligan University Procedures for Campus Facilities Access

All visitors and employees should complete the following screening questions before entering any campus buildings each day:

- Have you been diagnosed with or suspected of having COVID-19?
- In the last 14 days, did you care for or have close contact with someone diagnosed with COVID-19?
- In the last 14 days, have you had a **fever of 100.4 degrees or higher?**
- In the last 14 days have you experienced **coughing, shortness of breath or difficulty breathing?**
- In the last 14 days, have you experienced a **loss of taste or smell?**
- In the last 14 days, have you experienced **chills, muscle pain, or a sore throat?**
- In the last 48 hours, have you had gastrointestinal symptoms such as **nausea, vomiting or diarrhea?**

If the answer to any of the above questions is YES, please do not enter any campus facilities for work or as a visitor. Employees should contact their supervisor and visitors should reschedule visits until they receive a negative COVID-19 test result or have gone 14 days without experiencing symptoms.

All Employees and Visitors Are Expected to Adhere to the following guidelines:

- **Clean** your hands often
 - 20 seconds with soap and water
 - Hand sanitizer with at least 60 % alcohol
- **Cover** all coughs and sneezes
- **Avoid** touching eyes, nose, or mouth
- Avoid close contact by **social distancing** at least six feet from others
- If you are sick, **stay home**

Visitors to campus and employees working in groups or confined spaces should wear masks at all times when in campus facilities.