

## Milligan Libraries COVID-19 Use Policy (rev. 08.25.2020)

For the health and safety of all library users and staff please observe these use procedures closely

### In-Library Use

- 1) Posted [Library Hours](#) at both Milligan Libraries locations (Welshimer and Seminary) will be observed.
- 2) Only persons currently affiliated with Milligan University (or persons making deliveries) will be allowed inside campus buildings. Be prepared to present Milligan ID card if requested.
- 3) Do not come into the library if you are not feeling well.
- 4) Present your Ascend app approval screen for today (on your phone or printout) at the Circulation Desk upon entering the library.
- 5) Be prepared to have your temperature taken.
- 6) Use hand sanitizer when entering the library (available at the Circulation Desk).
- 7) Maintain social distancing of at least 6 feet. Seating capacity has been reduced, and furniture has been arranged to accommodate social distancing. Please do not move furniture.
- 8) Face masks covering your nose and mouth must be worn in the library at all times.
- 9) No food will be allowed in the library. Drinks are OK but should be in covered cups or bottles.
- 10) Use hand sanitizer before leaving the library.

### Contactless Checkout for Pickup or Delivery

As indicated above, both Milligan Libraries locations are open for study and physical book and media browsing and checkout. For those who cannot or do not feel comfortable coming into the library, we are pleased to offer **contactless checkout to current local Milligan University students, faculty, and staff for pick up**, and **delivery to on-campus students in quarantine or isolation**, for a limited number of requested items.

- 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 for needed items. Because of their 24/7 remote availability, we encourage you to consider using ebooks in our holdings—also accessible through the online catalog.
- 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, and your Milligan email address.
- 4) If this is a **pickup request**, indicate library location (Welshimer or Seminary). If this is a **delivery request**, include your campus address and instructions for how we can get library items to you.
- 5) Include the Title, Author, Call Number, and library location (Welshimer or Seminary) for up to five (5) book or media items at a time.
- 6) We will retrieve and check out the requested items in your name. Most requests can be filled in one business day, but please allow up to 48 hours if items need to be moved between library locations. You are responsible for the timely return of all items checked out in your name, per library policy. If you need additional time you can request a renewal.
- 7) If you have requested a pickup, you will receive an email when your items are ready. Come to the front door of the library between 10 AM and 4 PM Monday – Friday (10 AM – Noon on Fridays during the summer). Items not picked up will be available again on the next business day. If you have requested a delivery, you will receive an email confirming your request and when to anticipate delivery.
- 8) Items can be returned to book drops at either Welshimer or Seminary Library.

If you **do not live locally**, limited requests for shipping of physical items or scanning of book chapters (consistent with copyright fair use limitations) will be considered. Contact us at 423.461.8703 or library @ milligan.edu for assistance.

### **Interlibrary Loan**

Items not held at Milligan Libraries can be requested by **current local Milligan University students, faculty, and staff** through our interlibrary loan service. Since the services of most lending libraries have been impacted by the COVID-19 pandemic, item availability 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](#) (under the “Campus & Interlibrary Loan” dropdown menu). You will be notified by email when your requested item(s) arrive. Local pickup only. Shipping of interlibrary loaned items is not available.

**Thank you for your cooperation!**

Gary F. Daught, Director of Libraries