

**OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES**  
**Quarantining Library Materials**

The Red Jacket Community Library has adopted this Quarantining Materials Plan to establish procedures to safely accept returned materials during a public health threat, specifically COVID-19. Under current guidelines, library materials should be quarantined for 72 hours before they are checked in and reshelfed with the collection. Because of the variety of materials returned to the library, quarantining is recommended as the safest and most effective way to disinfect them.

**A. STAFF TRAINING**

1. All library staff will be thoroughly trained on the following procedures, especially proper wearing and disposal of PPE before, during, after the handling returned materials.

**B. PROCEDURES**

1. All materials must be returned in the library's Book Drop.
2. Clear signage communicating the protocols for returning materials will be posted outside the library
3. The RJCL Storage Room, specifically the shelves immediately inside the door of the RJCL Storage Room will be designated as the Quarantine Area.
4. The large red book cart and plastic bags will be used to transport and separate materials in the Quarantine Area.
5. PPE (gloves and mask) will be worn when emptying the Book Drop and working in the Quarantine Area.
6. The Book Drop will be emptied daily, according to a schedule.
7. Materials will be immediately transported from the Book Drop to the Quarantine Area.
8. The newly quarantined materials will be labeled with the date and time and left for 72 Hours.
9. The following will be disinfected per manufacturer's instructions: surfaces such as door handles, book returns, book carts, and bins that were touched during the transfer of materials.
10. Staff will immediately dispose of gloves and thoroughly wash hands.
11. After 72 hours have elapsed, materials will be removed from the Quarantine Area, checked in, and reshelfed or placed in bins for delivery

**C. ONGOING USE EVALUATION**

1. The health and safety of the library staff and community is the top priority. Parts of this policy may be modified as more information regarding COVID-19 becomes available from the NYS Department of Health, CDC, OSHA, IMLS and local agencies.

**Red Jacket Community Library Procedures**

Quarantining Library Materials

2. This plan will be followed until the public health threat posed by COVID-19 has been completely eliminated. Questions and concerns should be brought to the Director.
3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director at the next board meeting.

Revision History:

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.