



College of Medicine – Jeddah Library

COM-J Library – Post COVID-19 Opening – Proposed Standard Operating Procedures / Guidelines

General

- Every student, faculty, staff will be wearing masks in the library. Since the library has less natural air ventilation options, wearing of masks is essential.

Entrance and Exit

- Currently the library has two major entrances. The recommendation is to put a sanitizer at each entrance with a note to sanitize hands before entry. Another option is to keep the doors open during the operational hours.

Spaces and Seating

- No group or pair seating will be allowed at the library. Each table will be marked with the seating capacity and the chairs will be made available accordingly.
- Male/Female seating capacity will be limited to **five (05) persons** in each section.
- Chairs will also be limited to **two (02) persons**, keeping in view the physical distancing rules.
- Plastic gloves and sanitizer to be made available, if students want to work with any equipment (Photocopy Machine, Computers etc.) and reading material like books/Periodicals etc.
- Ideally, every day the seats / tables should be clean up properly.
- No food/drinks will be allowed in the library.
- Meet area will not be available for group seating / gathering. Only single seating sofas/couches would be made available.
- In group discussion study/meeting rooms, **two (02)** students will be allowed.
- Proper signs will be displayed on each table/chair.

Equipment

- All the computers (keyboards, mouse) will be sanitized after the usage by student/faculty/staff.
- Library support staff will ensure this happens properly and on a regular basis. Student /faculty/staff should inform after they have completed their work, so sanitization could be done.



Books and Periodicals – orders and technical processing

- The books ordered / purchased will be received by vendors at a designated space.
- Library support staff will bring the invoice with books for signing with hands properly covered and masks on face.
- The library staff will check the condition of books, verify the quantity, sign the receiving and the support staff will be handing over the receipt to the vendor.
- The book covers (front and back) will be wiped using alcohol swaps and then the books will be technically processed for shelving.
- Library staff will ensure that the entire process is handled by wearing masks / gloves for personal safety as well as safety of the colleagues.
- The boxes will be discarded as soon as the books are taken out of them.

Check – In of Books

- Whenever the campus resumes, the checked – in books will not be received directly. The patron will be asked to drop the books at a designated location with the details (**Badge ID / Batch and Name**). The details will be put in the book using a sticky note.
- The books received in a day will be quarantined for at least **24 hours to 01 week** at a designated location identified with the help of library staff.
- After completing the quarantine, the library staff will then check-in the books, wipe the cover and back page using alcohol swaps and then move it to the shelf.
- The library staff will ensure that the entire process is carried out using face mask and gloves.

Signage

Proper Signage will be placed at each important location of the library with details on importance of personal safety.

Important Note

- Dear Library Users before visiting to the library please send an **Email**: comj-library@ksau-hs.edu.sa; comj-libraryWR@ngha.med.sa with the following information:
 1. **Purpose**
 2. **Visiting Date**
 3. **Time: Please mention your specific time of visiting the library. (Maximum 03 Hours).**
- The library department will send confirmation email accordingly.
No one will be accommodated without permission.

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