



## COVIDSAFE Use of Library

The plan below was developed as a result of the consultation with members and volunteers and best practice advice from the Australian Library and Information Association (ALIA). A full copy of the HAGSOC COVIDSafe Plan – Library is available on the website or from the Secretary.

1. If you are feeling unwell, do not come to the Library.
2. The Library will reopen with limited hours for a two-week trial period from 1 July. Opening hours will be:
  - Wed 1 July 10:00 am – 3:15 pm
  - Sat 4 July 2:00 pm-4:45 pm
  - Wed 8 July 10:00 am – 3:15 pm
  - Sat 11 July 2:00 pm-4:45 pm

NB: the Library will close 15 mins before the scheduled time to allow the library staff to sanitize the Library surfaces. If all proceeds to plan with the trial, the Library will resume normal operating hours from 15 July.

3. **Tracking Library Users:** All members **must** register in and out of the Library at the front desk. We strongly encourage anyone using the Library to have the COVID Tracking app on their phone.
4. **Personal protection:** A sanitization station has been set up just inside the door of both the Library and the Overseas room and all users must sanitize their hands before entering the Library. Please stay behind the line when approaching the counter.
5. **Personal equipment:** Library users should bring pencils and other necessary supplies with them as there are none available at the counter in the Library. Users are also encouraged to bring a USB rather than using the Library printer. NB. All printing will be collected and distributed by library volunteers.
6. **Computers:** Forty-five minute bookings are necessary for the computers in the Main Library. There is no booking system for the computers in the Overseas Room. The computers in operation are:

| COMPUTER  | USE                             |
|---|---------------------------------|
| Computer 1  | Findmypast and all other access |
| Computer 2  | All other access                |
| Computer 5  | Digger CDs and all other access |
| Computer 6 (dual screens)   | All other access                |
| Computer 3 and Mac (shared space – so you can only book one or the other) | All other access                |

To make a booking please email [computerbooking@familyhistoryact.org.au](mailto:computerbooking@familyhistoryact.org.au) and state which computer you are booking. Your booking and time slot will be confirmed by return email and you will be advised via email if the Library is closed. Computer keyboards and mice must be sanitized with disinfectant spray on a paper towel or a disinfectant wipe by the user after each use.

7. **Books:** Any paper material that comes off the shelf will need to be quarantined for 24 hours. After use, please place the material into the returns tub on the small table. Do not remove any items from the tub.
8. **Microform:** After use micro form should be placed in the appropriate tub for 24 hours quarantine. Cleaning of readers is the same as for computers.
9. **Bookshop:** The bookshop will be closed until further notice. Books and other items can be ordered and paid on-line via the HAGSOC website or by contacting the Bookshop Manager. Investigation will be made into the pick-up of pre-purchased items from the Library after 15 July.
10. **Cash Transactions:** Members are encouraged to use cashless payment methods in preference to cash transactions. Memberships can be renewed on- line via the website or via mail. Cash payments in the Library will be accepted if necessary.
11. **Misc:** The member kitchen area is reserved for the Library volunteers and admin team members. If you require a snack or hot drink, please bring your own to consume outside the Library area.

Please be patient while we adjust 😊