

COVIDSAFE Use of Library - December 2021

The plan below was developed in consultation with members and volunteers and best practice advice from the Australian Library and Information Association (ALIA). A full copy of the Family History ACT's 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. **Tracking Library Users:** Everyone **must** register with the Checkin Cbr App and sign 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.
3. **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. Masks are optional but encouraged in crowded areas where safe physically distancing is not possible.
4. **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.
5. **Computers:** Forty-five minute bookings are available 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 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.

6. **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.
7. **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 😊