

Moi University Libraries' Operations During Covid-19 Pandemic

The current global pandemic and the directive to close all Universities has prompted us to make a number of changes to ensure:

- 1) we support the health and well-being of all University students, faculty and staff; and
- 2) we continue to fulfill our mission of supporting student success, research and access to Library resources for the University community and researchers worldwide.

This page will continue to be the central portal to conduct research and access our resources: databases, e-books, digital archives, etc.

Students may require access to the library either to return books, sort out clearance or consult on thesis binding (for those who have defended their thesis and wish to graduate). We will have limited staff available in all campus libraries to partially open some operations, but the Margaret Thatcher Library will open for bindery and reference assistance. The library is yet to get guidance on how to handle print resources for it may be a source of virus transmission due to many hands handling the same.

We request that visitors to the Margaret Thatcher Library continue best practices suggested by the [Ministry of Health](#): maintain social distancing, wash your hands frequently, and take necessary steps to prevent spreading the virus, even if you have no symptoms. Most importantly, stay at home if you are symptomatic or have other reasons to believe you may be contagious. We appreciate your patience during this time.

Promoting hygiene

As a practice throughout the pandemic period, the importance of high standards of hygiene is a key theme. Observe the following:

- Daily cleaning protocols have been put in place and all areas are expected to be hygienically suitable
- Frequently wash your hands
- Staff handling returned books to use gloves
- Hand sanitizers are available at the entrance and in service areas
- All doors shall remain open. Avoid touching staircase rails, moving furniture around and sanitize your hands after using public computers

Social Distancing and Mask Wearing

- As with all other indoor spaces on campus, Library visitors will be required to remain **1.5m. apart and wear a mask** at all times while in the Library building. Library staff will not provide a service if an individual is not wearing a mask
- Some library furniture and computers have been removed and the remaining arranged in a way to promote social distancing. Please be aware of other individuals in a space before selecting your study space and do not move furniture.
- Where appropriate, “Stand Here” markers have been placed on the floor to ensure social distancing while in line.
- If you encounter an individual who is not wearing a mask please remind them that masks are required on campus.

Collaborative learning

- Meetings and events larger than 6 individuals shall not be permitted in the library
- Group discussion and collaborative learning shall be limited to 6 individuals and such spaces have been provided in the ground floor
- Bigger groups are encouraged to use the library grounds or other spaces in the university such as the Students' centre.

Information materials

For the **safety of both library staff and library users**, the following protocols be observed:

- All returned materials will be quarantined for 96 hours before they re-enter circulation
- Materials pulled from shelves and left out on tables throughout the building will be collected daily and quarantined. For your own safety, please wear a mask and use gloves when using such materials found on desks.
- Lecturers are encouraged to consider digital resource alternatives to physical textbooks. Please explore the library website to find such materials.
- Lending will not commence until all protocols on how safe books circulation has been met
- Short loan materials shall be removed from shelf by staff and shall not be re-shelved immediately after return.

- National collection materials shall not be circulated. Instead, Library users are advised to use the digital platform.

Study carrels

- All Carrels require reservations to assist in contact trading
- All Carrels should have a maximum occupancy of two