

## Library Hygiene Plan

**Fall Semester 2020/2021**

*Students are required follow the general COVID-19 measures and hygiene rules in the library.*

Lines on the floor in the service areas (service desk, copy machines) as well as around the workplaces mark the necessary distances and walking directions. There is a glass pane as protection on the service desk.

Disinfection sprays are available on the tables, around the service areas and copy machines.

Work spaces are arranged according to the distancing rules, chairs may not be moved. Currently, the number of available study spaces is limited to 32 places (14 with computers).

Only one person may use the copy machines at a time.

Students are required to wear face masks when moving around in the library. They may be removed when users are sitting at a desk.

Workplaces, computers and copy machines regularly get disinfected.

Students can check out and return books using the self-service machine and book return boxes.

For those students staying at home we offer scans, send items by post or provide them electronically. Please [contact us](#).

The required course readings are available online. Additionally, the general readings are made available online whenever technically and legally possible. If someone is unable to access required readings, please contact the library.

In general, the electronic resources – databases, e-books and e-journals – are accessible via the Hertie School remote access connection ([remote access manual](#) and [information sheet](#) about our e-resources).

The library team offers library training sessions both on campus as well as online. Please register for them via Moodle.