

Alto ISD Library Campus Reopening Guidelines

Student and staff safety is the number one priority at Alto ISD. To ensure that we can keep safety first, and provide library services and materials to all students, the following guidelines will be put into place for the 2020-2021 school year.

Outstanding Library Materials

Alto ISD Library issued late notices to all students that had books checked out from the 2019-2020 school year with their end of the year report card. A box was provided for check-in throughout the 2020 summer. Outstanding books will need to be returned or paid for before students will be allowed to pick up class schedules for the 2020-2021 school year.

Use of the Library

Elementary School

For the 2020-2021 school year, Alto ISD Elementary students will NOT be allowed to come to the library. The Alto ISD Librarian will visit each elementary classroom weekly, providing read alouds and activities. First Grade and up will get to check out books, with the proper quarantining rules applied. The Librarian will enter classrooms with personal protective equipment. Students will use hand sanitizer before handling any library materials.

Library Preparation

Prior to the 2020-2021 school year, Alto ISD library staff will prepare the library space to ensure the safe operation of the library by doing the following:

- A hand sanitizer station will be stationed at the entrance to the library.
- Entrance and exit signs will be placed on designated doors.
- Furniture will be spaced to ensure social distancing when students are seated.
- Either tape will designate where students will sit or furniture will be removed. The use of the presentation room will be at the librarians discretion.

Middle School and High School Students

The following protocols will be followed by Alto Middle School and Alto High School students when visiting the library.

1. Upon entering the library, all students will sanitize their hands at the hand sanitizer station.
2. Masks are REQUIRED.
3. Social distancing rules will be enforced while entering the library as a class or as an individual, sitting as a class, browsing as a class or as an individual, and checking out books as a class or individual. Librarian and teacher will monitor to ensure the rules are being followed. Students will have assigned seats when visiting as a class.
4. When books are checked-in, the librarian will stand behind the computer and each student will place their books under the barcode scanner to check in. The student will then place those books on a designated book cart.
5. To check books out, instead of the usage of library cards, the librarian will have all students barcodes on a sheet housed in a plastic sleeve. The librarian will scan the students barcode and then the student will hold their books to where the librarian can scan their books out.
6. Upon leaving the library, students will sanitize hands again.

Browsing for Books

Students will be able to browse for books, but will be cautioned to not handle too many. Students will also be instructed on how to browse the library's online catalog to alleviate in person browsing.

*****The library will be sanitized after each class visit.**

Book Quarantine

Library books, when checked in, will be placed on a designated cart for that day. Cart will be labeled with the current day, moved to a secure location, and left untouched for FOUR days. ([REALM Project, 7/20/2020](#))

At the end of the four day quarantine, the librarian will put the books back on the shelf for library use.

Library Book Quarantine Chart

MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED
Check-In	24 hr	48 hr	72 hr	96 hr			Check-Out		
	Check-in	24 hr	48 hr	72 hr	96 hr		Check-Out		
		Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out		
			Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out	
				Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out

At Home Students

Students who will be learning remotely will be provided with an ebook platform. The librarian and their teachers will be available to assist these students in any way possible to ensure that they are reading at home.

