



# GHS Library Update 2020-2021



All students are expected to create and maintain a studious atmosphere while in the [GHS Library](#).

**GHS Library Hours:** 7:45 am to 3:15 pm.

**Library Help Desk:** Trouble-shooting information can be found on the GHS Library's [Tech Help page](#). A Library Media Specialist can help with research, books, technology/apps and Aspen/Schoology questions from 8:30 to 3:15 pm at the Help Desk. Remote learners should complete the [Student Tech Help Request Form](#) and expect a response between the hours of 8:30 am and 3:15 pm. Be specific, the more information provided, the more help can be offered.

**Technical Support:** An IT Support Specialist can help with hardware-related Chromebook issues from 8:00 to 8:30 am as well as during lunch waves at the Library Help Desk. Remote learners should e-mail [support@greenwich.k12.ct.us](mailto:support@greenwich.k12.ct.us) with hardware-related questions for Chromebooks only.

**Eating and drinking is not allowed in the library at any time.** Students should step out of the library to drink water and eat in areas designated for eating (Student Center, gym, outside the building).

## **Circulation and Materials:**

- Books will circulate and be quarantined for 4 days upon return.
- Please maintain a 6 foot distance at the circulation desk and when browsing the shelves.
- Textbooks and headphones will not be available for student use.
- Students should come to school with their devices fully charged. Daily loaner Chromebooks will only be available for emergencies. Chromebook and laptop chargers are available to borrow for in-library use only. Students must wipe down loaned devices and chargers before and after use.
- Phone chargers will not circulate. There is a charging station next to Seminar 2 available for student use.
- Students are encouraged to print at home when possible.
- Individual use student supplies are available (i.e., paper, pencils, pens, and the electric stapler).
- Shared supplies are not available for student use (i.e., scissors, color pencils, markers, glue sticks, rulers, etc).

## **Library Seating:**

- Max capacity on the library floor with social distancing is 125 students. Once the library is full, students will be asked to find another location on campus. Study carrels and large tables are limited to two students. Desks, small tables, bistro tables, and stuffed chairs are limited to one student.
- Students must remain seated with **masks on at all times**.
- Upon being seated, students must complete a brief contact tracing form (via QR code or url connected to a Google Form) to indicate the specific table/desk they are seated for the block.
- Only students with a first block open or who need tech assistance will be allowed in the library before school.
- Students may not save or reserve seats and must take all personal belongings with them when leaving the library at any time.
- Students may not move any desks, tables, or chairs as they are set up to ensure proper social distancing.
- Students should be prepared to show school ID and schedule upon request.

**Cleaning:** Hand sanitizer is available at the library entrance. Wipes are available for students to use to wipe off surfaces. Tissue grabs are available outside restrooms. The library will be cleaned at the end of every school day.