

Reopening Plan for the Burbank Library

September 21 – October 8

Library closed to students except for technology pick up, tech troubleshooting, and ID card pickups. Permanent ID cards can be requested before school (8:15-8:45), during lunch, and after school until 4:30

Book concierge and curbside service will begin. Students can browse and request books online using the Destiny catalog. Video instructions on this process is on the Burbank Library website: bit.ly/Burbanklib

Virtual Library Orientation available to ELA classes by request.

October 13

Limited Capacity Opening. Maximum number present is no more than 30 in the library. (There are currently 27 socially distanced seating spots at tables plus librarian and two additional visitors.)

Maximum number for library lab – 17 with one student spaced at every other computer plus up to two staff members. Library lab schedule will be maintained by Mr. Duarte.

Classes may come to the library by scheduling in advance as long as the seating capacity is not exceeded.

Library as a destination will be included on the virtual hall pass.

Library expectations:

- All patrons must complete the temperature check at one of the designated sign-in stations before coming to the library.
- Students must sign in using their Student ID card at the scanning station.
- Students must sit in a chair which should not be moved.
- Students will practice social distancing and wear masks covering their nose and mouth while in the library.
- Water fountain should be used for bottle refills only.
- Bathrooms will be locked and not available to students.
- No food or drinks other than water allowed.
- No browsing of shelves. Students can view the library catalog on their computers or one of the three computers available in the library. Book requests can be made in person with the librarian who will retrieve books from the shelves or online using Destiny holds.
- Patrons using library computers will turn the keyboard upside down when finished to indicate the station needs to be cleaned before being used by another patron.
- Library will be open to students before school (8:15-8:45) and during student lunch periods. After school library use will be by appointment.
- Teachers should only send students to the library during class time for the following reasons:
 - To complete an assignment or test
 - To resolve a technology issue
- Teachers must email or text librarian if sending a student during class time to make sure she is present in the library.
- Students can make book requests online and books will be available for pick up in the library before school, during lunch, or after school until 4:30.