

Reopening the Meyricke Library

Updated 21 October 2020

Summary

- The Meyricke Library will be open while permitted by College, University, and government.
- Readers will be able to enter the library to borrow books during opening hours.
- Readers will be able to book study sessions at fixed times during opening hours.
- Readers will be able to order books for collection from outside the library.
- Readers will be able to order scans of book chapters and journal articles.

1. Opening hours

Library hours will be 0930–2130, 7 days a week, with an hour's closure for cleaning 1230–1330.

2. Browse & Borrow

Reading rooms will be open for readers to enter without booking.

As most of the bookshelves are adjacent to desks, readers may pass closer than 2 metres while finding a book on the shelves, but this is an acceptable risk for a short time.

Readers who pick up a book for browsing may return it to the shelves without quarantining (this is in line with Bodleian policy, with the reasoning that readers are being asked to use hand sanitiser throughout their visit).

Readers will be able to borrow books using the self-service computer in the usual way.

3. Stay & Study

Readers who wish to stay and work in the Meyricke Library must book a timed study session through Acuity Scheduling at <https://jesuscollegeoxford.as.me/meyrickelibrary>

There are two sessions each day: an early session 0930–1230 and a late session 1330–2130. This allows cleaning between sessions. The porters will lock the reading rooms at 2130.

Booking a session does not guarantee a specific desk. Where possible, priority will be given to students due to sit exams and students with disabilities.

Library staff need to enter the reading rooms throughout the day to reshelve books. The Librarian

and the lodge staff will make spot checks throughout opening hours to ensure students are wearing face coverings and following social distancing.

The Graduate Study Room is now in XI.6 and has 8 seats available, which do not need to be booked. This room is reserved for postgraduate students only (not undergraduate members of the MCR). Users will need to use sanitiser and surfaces after use and may not leave belongings in the room between use. Distancing must be adhered to and masks must be worn.

4. Click & Collect

Click & Collect allows readers to obtain books by clicking the green Request button on SOLO. Library staff will clean their hands before fetching books then leave them on the Click & Collect trolley in the entrance to Staircase 17, which is accessible even when the Meyricke Library reading rooms are closed. The Librarian aims for a turnaround of one working day.

5. Scan & Supply

Readers may request scans from material in the Meyricke Library via the form on the intranet at <https://intranet.jesus.ox.ac.uk/library-scan-request>

Scans will be supplied as PDFs and sent by email. The Librarian aims for a turnaround of one working day.

In most cases, copyright law restricts scans to a single chapter from a book or a single article from a journal. The Librarian can advise on exceptions.

6. Returning books

Readers should return their books to the trolley outside the library as usual and these books will be left overnight to enable quarantine. This is in line with the Bodleian Libraries' policy endorsed by the University's Health Measures Advisory Group in September 2020.

When leaving the Library, students will be expected either to borrow the books they have used (even if returning for another study session) or to leave them on that day's trolley for quarantine.

7. Social distancing

Approximately half the chairs in the Meyricke Library and Periodicals Room have been removed to ensure at least 2 metres between each seat. Readers should not move chairs.

For the sake of consistency in implementing social distancing, students in the same household will not be permitted to sit together in the Library.

8. Face coverings

Students are expected to provide their own face coverings and required to wear them inside the reading rooms, unless they are exempt.

The Librarian will not wear a face covering while working alone in the library office, but will wear one in the reading rooms and when a student enters the office.

9. Hand sanitiser and wipes

Hand sanitiser is available at the entrance to Staircase 17 and outside the Upper Meyricke Library.

Screen wipes are available next to the self-service computer, printer/scanner/copier, and all reading room PCs.

Disinfectant wipes are available on the stepladders in the Upper Meyricke.

10. Food and drink

Readers will no longer be allowed food and drink inside the reading rooms because they are expected to be wearing face coverings. If they have a medical requirement to eat or drink between meals then they will be asked to do so in Third Quad.

11. Lavatory

The lavatory will continue to be open to library users and library staff to encourage handwashing. Staircase 17 residents will be asked to use the lavatory above the Library, and other visitors will be asked to go to the JCR or MCR.

12. Signage

A sign at the entrance to Staircase 17 reminds readers not to enter if they have symptoms of Covid-19.

Desks which are not in use because of the need for social distancing are clearly marked. Two-metre distances have been marked by the self-service computer and photocopier.

13. Students who are self-isolating

Students who are self-isolating have access to e-books and other digital material through SOLO. The Library has increased its contribution to the College Libraries' e-Book Fund (CLeF) in readiness for buying additional e-books.

Students can request material from the Library using Click & Collect or Scan & Supply. The Library Book Suggestion form on the intranet at <https://intranet.jesus.ox.ac.uk/library-book-suggestion> is available for requesting new purchases of printed books and e-books.

The Librarian can leave books outside the rooms of students living in Turl Street and Ship Street accommodation. For students living away from the central site, a flatmate or JCR/MCR helper will be asked to collect and deliver the books.

Students must not return library books until they have completed their self-isolation.

14. Librarian self-isolating

If the Librarian has to self-isolate, College will need to employ someone familiar with the layout of the reading rooms to fetch and reshelve books. Other services such as scanning will not be available until his return.

15. Library office

The library office will remain open for enquiries during working hours (both drop-in and by appointment), as there is a clear 2-metre distance between the entrance and the Librarian's desk, as well as good ventilation. There is space for one student to wait outside the office if another student is talking to the Librarian.

The Librarian will also be available for enquiries using Microsoft Teams.

As the Librarian has caring responsibilities, he may have to withdraw this service at short notice should schools close or if his children are ill.

16. Celtic Library

The Celtic Library will be open for registered readers on the same terms as the Meyricke Library, with booking available at <https://jesuscollegeoxford.as.me/celticlibrary>

Celtic Library readers from other colleges must return the key to the lodge after their visit but then walk to the Ship Street exit and press the intercom button for the lodge to unlock the gate.

17. External readers

College libraries have an agreement to allow readers from other colleges to consult material which is not held in other Oxford libraries (and, at the Librarian's discretion, material which is held in a library that is closed).

Requests will be dealt with on a case-by-case basis, directing enquirers to alternative sources if possible, or offering scans within copyright restrictions. Exceptionally, books may be lent to external readers, or to their college library, rather than admitting them to the reading room.

The Librarian will keep a record of visits by external readers in case they need to be notified of exposure to the coronavirus.

18. NHS Test and Trace

Readers will not be asked to share their details for NHS Test and Trace, as records of study sessions booked through Acuity will be kept for the recommended 21 days. Readers entering the reading rooms only to browse and borrow books do not meet the definition of 'close contact'.