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**LIBRARIES' SPECIAL  
COLLECTIONS AND ARCHIVES**

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Return to Work Framework  
Shifting Sands

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JUNE 3, 2020

## OVERARCHING PRINCIPLE

- Health and safety of the students, faculty, staff, and community is the TOP priority.

## REOPENING GUIDANCE

- Three phase reopening based on:
  - White House Guidelines for Opening America,
  - Clemson University Emergency Operations Committee
  - Library Emergency Planning Group
- Plans will change!
- Revert back to previous phase or extend phase if the conditions warrant it





LIBRARIES' SPECIAL  
COLLECTIONS AND ARCHIVES



Phase 1  
Modified  
Operations  
June 1-15



Phase 2  
Expanded  
Strategic  
Reintegration  
June 16-30



Phase 3  
Facilities  
Open  
July 1 -

## CHARGE

Develop a plan for the reopening of the Special Collections for its public services and internal operations based on the phased approach based on the White House Guidelines for Opening America and Clemson University.

## PUBLIC SERVICE GROUP

Develop a plan on the levels of public service that will be provided by the unit until August 14, 2020. Considerations include:

- listing what services will be provided and at what level
- hours of operations
- staffing needs
- modifications of procedures
- space/area use and configurations

## OPERATIONS GROUP

Develop a plan for the levels of operations that will be provided by the unit until August 14, 2020.

Considerations include:

- Records Management services
- level of staffing needed in the STI and Depot spaces to adhere to regulations by government and the university based on social distancing and PPE requirements
- cleaning procedures for all areas
  - services expected by Facilities Custodial
  - what we will do ourselves throughout the day
  - listing of supplies needed.

# PHASE 1

Modified Operations

June 1 -15



# PHASE 1

## MODIFIED OPERATIONS

Facilities remain closed. Very limited services, very limited personnel.

- ▶ Considerations
  - ▶ What is essential?
  - ▶ Based on university guidelines, what type of services and operations should resume?

# PHASE 1

## RE-ESTABLISH ONSITE CORE OPERATIONS

### ▶ Public Services

- ▶ Archives is closed to the public
  - ▶ Reference Services provided via Ask-an-Archivist, email, phone, and virtual consultations
  - ▶ Staff still at Work From Home
  - ▶ Records Management will respond to requests only for Board of Trustees, Offices of President and Provost, and Student Health Services in which we would scan and deliver via encrypted email
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# PHASE 1

## RE-ESTABLISH ONSITE CORE OPERATIONS

- ▶ Operations
  - ▶ Essential personnel only when required to be onsite
    - ▶ Dept. Head on MWF to answer reference questions and check the building
  - ▶ Records Center operations closed
    - ▶ No transfers or pick-ups





# PHASE 2

Expand Strategic Reintegration

Anticipated June 15-30

# PHASE 2

## EXPANDED STRATEGIC REINTEGRATION

Facilities remain closed and essential personnel only onsite when needed in preparation for Phase Three

- ▶ Considerations
  - ▶ Who are essential personnel?
  - ▶ What is needed to protect personnel and researchers?
  - ▶ What policies need to be temporarily changed?  
Permanently?

# PHASE 2

## EXPANDED STRATEGIC REINTEGRATION

### ▶ Public Services

- ▶ Archives is closed to the public
- ▶ Reference Services provided via Ask-an-Archivist, email, phone, and virtual consultations
- ▶ Essential personnel as needed onsite
- ▶ Continue Work at Home for staff
- ▶ Records Management
  - ▶ Records transfer by appointment and delivery to the Depot for priority departments going through a moving transition
  - ▶ Records request continued to be processed by scan and delivered via encrypted email only

# PHASE 2

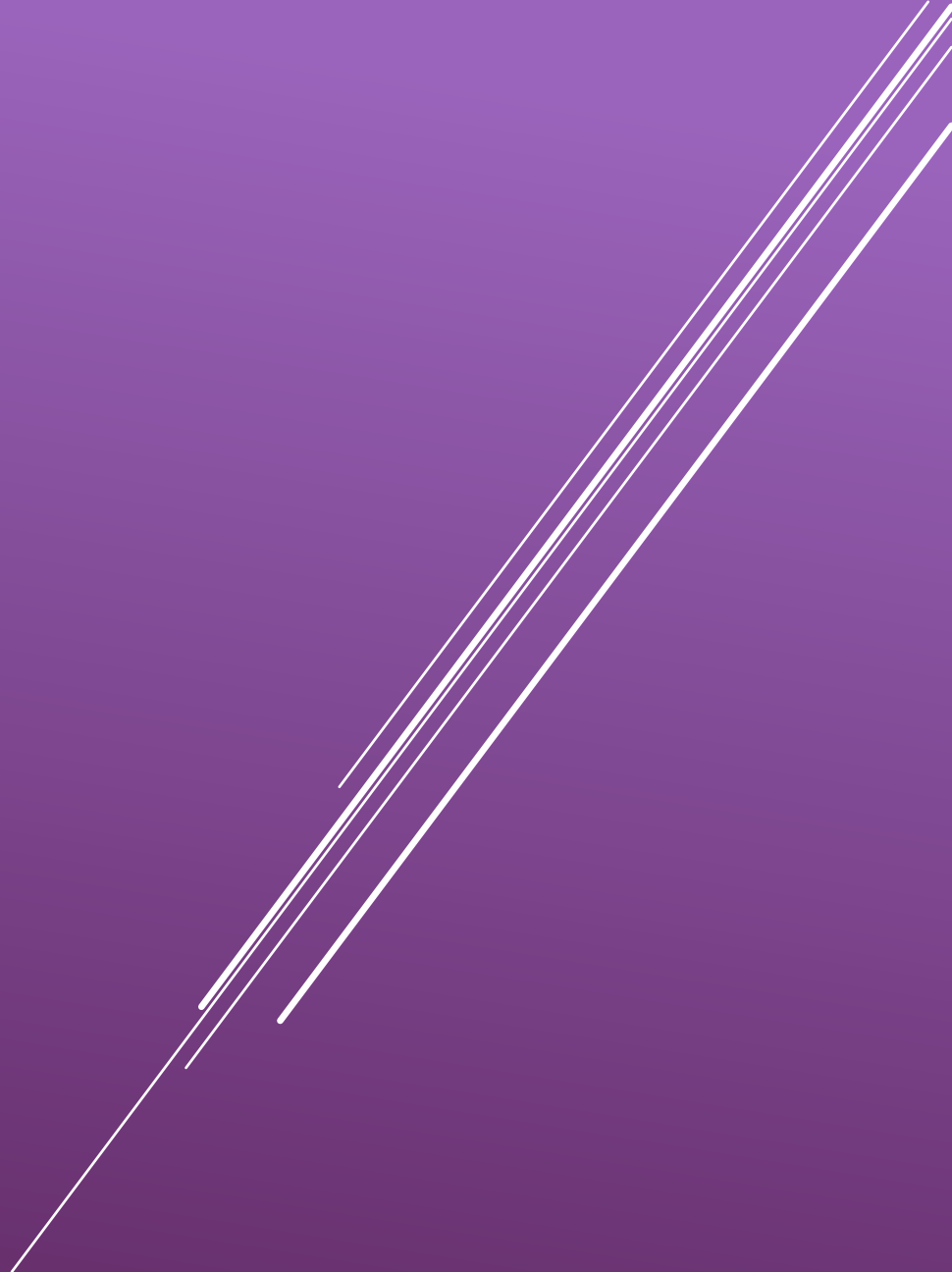
## EXPANDED STRATEGIC REINTEGRATION

- ▶ Operations
    - ▶ Prepare the Research Room
      - ▶ Plexiglass shield installed at the Reference Desk
      - ▶ Review spacing needs for social distancing and arrange seating accordingly
    - ▶ Secure necessary supplies
      - ▶ Masks
      - ▶ Disinfectant supplies
      - ▶ Disposable gloves
      - ▶ Hand sanitizer
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# PHASE 3

Facilities open

Anticipated July 1 -



# PHASE 3

## FACILITIES OPEN

Buildings are open on campus but STI will remain locked.  
Special Collections and Archives is open by appointment only.  
Maintain social distancing and staggered work schedules implemented.


- ▶ Considerations
  - ▶ What services should be restored?
  - ▶ What services should remain virtually?
  - ▶ What safe distancing measures and protection needed?
  - ▶ How are we going to handle the material?

# PHASE 3 FACILITIES OPEN

## ▶ Public Services

- ▶ Research Room will be open to Clemson students, faculty, and staff only
  - ▶ By appointment only from 9:00 am – 4:00 pm
  - ▶ Pre-registration required for researcher to understand expectations
  - ▶ Two researchers maximum based on room's square footage
  - ▶ Sanitization of the Research Room after each researcher leaves
  - ▶ Research Room doors kept locked
  - ▶ Everyone must wear a mask and adhere to current social distancing guidelines
  - ▶ Researchers will not be allowed to use self-serve scanners; cameras allowed
  - ▶ Procedures being developed to minimize contacts
    - ▶ Registration Form
    - ▶ Call slips
    - ▶ Materials on carts'
    - ▶ Length of quarantine – Collections used will remain on the cart in the Archives Stacks for 7 days ( subject to change with new studies)

# PHASE 3 FACILITIES OPEN

- ▶ Public Services
    - ▶ Records Management
      - ▶ Records request continued to be scanned and delivered via encrypted email
      - ▶ Records transfers by appointment and delivery to the Depot
      - ▶ Pick-up services only for priority departments going through a moving transition
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# PHASE 3 FACILITIES OPEN

- ▶ Operations
  - ▶ Staggered work schedules will be implemented
    - ▶ Offices
    - ▶ Work area cubicles
  - ▶ Training



# THE NEW NORMAL

- ▶ What will it be?
  - ▶ What services will we change?
    - ▶ Online access to collections
    - ▶ Increase digitization efforts
  - ▶ Instruction
  - ▶ Donor relations
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the orange background.

# RESOURCES

ASERL Special Collections Interest Group

<http://www.aserl.org/programs/special-collections/>

ASERL COVID-19 Resources for Archives and Special Collections

<http://www.aserl.org/wp-content/uploads/2017/11/COVID19ResourcesforArchivesandSpecialCollecti.html>

# QUESTIONS?

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