

Library Staff Only
Returned Materials
Quarantine Area



Materials Quarantine Procedures:

1. Discretionary use of gloves and other PPE at all times
2. Book Drop Open — Monday thru Friday 8:00 am—5:00 pm
 - Wipe down book drop handle every 2-3 people or every 2 hours minimum
 - Watch for book drop tote becoming full, rearrange as necessary
 - Watch for DHM (6 foot, group of 10) Violations—report via non-emergency or the violation form if you cannot break them up—buddy up if you don't feel safe to break up yourself, please attempt to break up before contacting authorities (but you can threaten until you do).
3. When the tote becomes full, replace with empty tote, move full tote to the appropriate area
4. Rearrange materials in the tote to maximize tote space, spritz the contents lightly with disinfectant spray—DO NOT DOWSE THE MATERIAL
5. Put the lid on the tote, complete a quarantine form for the tote as instructed, tape the form to the top of the lid, and let it sit (72 hours = 3 full days time to time)
6. When the quarantine time is done, check items in EXEMPT FINES, re-sensitize (thumper) the items, and re-shelve. Process like normal except for EXEMPT FINE CKI.
7. Wash your hands, change gloves before going to another station

If we get low on totes and lids, let Cecelia or Sara know ASAP.

Quarantine Form

Instructions:

When the lid goes on the tote, check the day of the week for into quarantine and circle to next top of the hour. *Example, if it goes in at 8:45 pm on Tuesday evening, check Wednesday and circle 9:00 am (because there isn't a 9:00 pm).* **All other times you would use today and the top of the next or first available hour.**

Totes can be released from quarantine, sorted, and re-shelved after 72 hours. So if a tote goes in on Tuesday (checked) then on Thursday after the time that is circled is when it can come out of quarantine.

These materials went into quarantine on (Check):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

They can be removed from Quarantine after (Circle):

- | | |
|------------|---------|
| 9:00 am | 3:00 pm |
| 10:00 am | 4:00 pm |
| 11:00 am | 5:00 pm |
| 12:00 noon | 6:00 pm |
| 1:00 pm | 7:00 pm |
| 2:00 pm | 8:00 pm |