

Cambridge University Libraries

COVID-19 Recovery Planning – Summary Slides

First and foremost...

- Safety of staff and library users is paramount and is a guiding principle for all planning.
- Safety Tests will be used to ensure we are ready to move through all stages of recovery.
- Only when buildings are ready, activity is certified as safe and we have sufficient staff with the right skills who are able to return for each phase of proposed service delivery will we move forward.

Recovery Overview 1

- Cambridge University Libraries has a phased plan for recovery of physical collections and services at the same time as continuing to enhance and expand online resources and services.
- Our plan is broadly in line with those of other research libraries in the UK and we are in close collaboration with international peers to share learning. Current Cambridge staff and students will be prioritised in the first phases and we ask for your support and understanding so we can maximise our support for our students and staff at this time.
- This is a live plan that must remain flexible to changing conditions presented by COVID-19, including the need to retreat in the face of future waves of the virus.
- We may not move through the plan in a linear fashion. We may stay in one phase for an extended period or be able to leapfrog or merge phases. This will depend on what is safe, and what is required by Public Health England and UK Government.
- Reopening the physical collections and spaces is very challenging and takes a lot of effort in the current environment. The safety of library users and library staff is paramount and this process will be phased and gradual and require commitment and patience from all involved, including library users.

Recovery Overview 2

- A comprehensive protocol for building safety and activity risk assessment has been developed by the University. All buildings must be certified as safe to open (Safety Test 1) and all activity must be certified as safe to proceed (Safety Test 2).
- We are preparing to implement the 'zero contact' (phases 2 & 3) at the University Library by 6 July, in line with Step 3 of the UK Government COVID-19 Recovery roadmap. We plan to integrate physical collections at the Faculty and Departmental Libraries (FDLs) once it is safe to do so.
- We hope to be entering Phase 4-5 by early August, but further safety tests and operational activity is essential before we can confirm this timeline and the detail of this plan.
- Providing it is safe to do so, we are committed to careful and controlled reopening all the University Libraries (Phase 6) in readiness for the new academic year. The sequence and phased approach to the FDLs will be determined with Schools, Faculties and Departments. Rigorous safety measures and social distancing will be in place, and access controlled within safe occupancy levels. A site-specific occupancy plan is required for each Faculty and Departmental Library.
- College libraries are separately governed and have their own plans, but we are working in close collaboration.
- We will keep in step with Public Health England, UK Government and University safety policy in consultation with library staff and library users.

Review & Safety Tests at each phase and continue to expand electronic resources



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Phase 1: Preparation phase

Site safety and digital set up.

Not all libraries will enter phase 1 together

Phase 2 & 3: 'Zero contact' phase

Selected zero contact physical services based at the University Library.

Services available to priority users:
Scan and Deliver
Click and Collect
Book returns
Review FDL opening

Phase 4: Controlled opening phase

Rigorous social distancing and safe occupancy levels.

Bookable UL reading room sessions for reference materials and e-legal deposit.

Review FDL opening

Other services from phase 2 remain

Phase 5: Stacks and special collections phase

Open selected specialist reading rooms at the UL

Controlled reader access to stacks at the UL if safe.

Review FDL opening

UL access rights to a wider group of library users if feasible

Phase 6: Reopening

Complete the reopening of physical services and spaces across the University libraries, including FDLs.

Relaunch public programme and exhibition

Review and Safety Tests at each phase and continue to expand electronic resources