



COVID-19 GUIDELINES FOR LIBRARIES, READING ROOMS, STUDY SPACES

Libraries and study rooms

Access to buildings

Only UniTrento students, teaching and research staff, technical and administrative staff, have access to libraries and reading rooms for studying and reading. Readers are required to:

- 1) make a reservation using the UniTrentoApp to enter between 8.00 and 10.00. Or, to check for seat availability at other times;
- 2) Follow the rules in place to access other UniTrento buildings (see the "Operational protocol to fight and contain the spread of Sars-CoV-2 in workplaces at UniTrento"). In particular, readers check-in (using the QR code or the paper form), declare that they are healthy and that they are aware of the measures in place to contain the virus. Readers must be able to provide proof of vaccination ("green pass").

Libraries are open to all to borrow and return books, consult data bases and for printing/copying services. Visit the library website for information on opening hours. Proof of vaccination is required to access.

Everyone is required to wear a surgical face mask at all times and to sanitize their hands at the entrance.

Before entering a reading room, staff will check that readers:

- are wearing a face mask correctly;
- have sanitized their hands;
- have checked-in;
- have a vaccination certificate (as required by the Operational protocol of UniTrento).

Please approach the circulation desk one at a time, and maintain a 1-metre distance when queuing.

Users can check in advance for seat availability using the UniTrentoApp. A reservation system is already in place at the BUC for PhD students and teaching staff.

Only as many people as the vending machines are allowed simultaneously in the snack area (as required by the Operational protocol of UniTrento). Please keep your visit short.

Directional signage is provided to direct people entering and leaving the library.

Library staff make sure that people comply with the rules and are wearing a mask, maintaining social distancing, and are not gathering, especially at the entrance and in snack areas.

Books

Returned books must be left on carts or tables at the entrance. Library staff will put them back on the shelves. Please also leave books and journals you read on tables, staff will put them back in their place.

Lockers

Users can put their personal belongings in lockers. Users are free to clean the locker and handles using the cleaning products provided.



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Staff is required to invite users to comply with the rules.

Group study rooms

Group study rooms at University libraries are reserved for UniTrento students and staff and must be booked (see guidelines on the website of the University library system).

It is up to each user to clean the table and chairs before leaving using the cleaning products provided. Cleaning products are available for all.

Staff is required to invite users to comply with the rules.

In group study rooms:

- maintain social distancing;
- do not eat or drink;
- avoid gatherings;
- comply with the rules (in particular on mask wearing and hand washing)
- open the windows, where possible.

Library staff monitor compliance with the above rules and randomly check vaccination certificates. Failure to comply with the above rules will force the University to close the study spaces.

Book presentations, events, seminars

Departments and Centres, student associations and other University entities can organize events at libraries and in reading rooms in compliance with the measures adopted by UniTrento. Make sure that the attendees and library users are separated (access, vending machines, toilets, etc.).

Front office

Front desks have been equipped with a plexiglass safety shield and front desk staff have been trained on safety measures and on how to monitor user behaviour. External staff are trained by their employer.

Cleaning

The library is thoroughly cleaned before opening, in the morning (see Cleaning guidance - daily cleaning).

Handrails, door handles, keypads (library computers, copiers, vending machines), switches, and toilets and seats that have been used by students are cleaned twice a day at 12.00 and 16.00.

Tables and chairs are cleaned after every use: for this purpose, readers leaving the library leave a "to be sanitized" sign to inform cleaners and prevent other readers from taking their place. Users can clean their study space if they want to, using the cleaning products provided. Disposable wipes, cleaning paper and cleaning products are available to users on every floor.

Library staff has been trained to provide assistance and make sure that leaving users post the "to be sanitized" sign.

A hand sanitizing station must be provided on every floor at room entrances. Hand sanitizers are also provided at snack areas, near copiers/printers and elevators as required by the Operational protocol of UniTrento.

Signs



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Covid-19 signs in Italian and in English will be displayed to the public to encourage good practice:

- at the entrance, with information on social distancing, mask wearing and vaccination certificate;
- in reading rooms, with guidelines on how to sanitize hands and seats;
- at elevators (general signs);
- at vending machines (general signs);
- at printers/copiers (general signs);
- in bathrooms (general signs);
- in the lockers area, with users' instructions.

Air conditioning systems

Avoid using the air recirculation option of ventilation systems (where provided).

Keep the air flow to the minimum, and adjust the fins in such a way that the airflow direction is set to avoid people.

Where possible, ventilate the room by opening the windows or doors multiple times throughout the day (for 10 minutes every 2-3 hours in the case of crowded rooms).

Study spaces at departments

Students can use study spaces at departments (for further information, see the Covid-19 page on the University website).

No reservation is required to access study spaces. However, students are required to have a vaccination certificate (Green Pass) and to check in and out of the building, to monitor room occupancy at the different locations.

Please follow these guidelines:

- only sit in designated places
- do not place any personal item in other places
- if all places are taken, leave the building
- no food is allowed
- use wipes to clean your workstation when you leave
- avoid gatherings inside and outside the building, and maintain social distancing (at least 1 metre)
- open the windows to let fresh air in
- wash your hands often

Library staff monitor compliance with the above rules and randomly check vaccination certificates. Failure to comply with the above rules will force the University to close the study spaces.

General information

Users are required to immediately inform UniTrento if they tested positive for Covid-19 or have been in close contact with someone who tested positive (the same provision applies to lecture rooms and workplaces).

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This document replaces the previous version