### Purpose
The purpose of this policy is to outline the changed guidelines for using the Reference Training Room in Blagg-Huey Library as a result of the coronavirus (COVID-19). The Libraries will follow all of the University guidelines regarding health and safety during the pandemic.

### Definitions: For the purpose of this policy

**COVID-19** – the new 2019 Novel Coronavirus (2019-nCoV) outbreak that began in Wuhan, China.

**Coronavirus** – a type of common virus that infects humans, typically leading to an upper respiratory infection (URI). Symptoms include fever, chills, cough, shortness of breath, or sore throat.

### Policy

Along with many other public institutions, businesses and community members, TWU Libraries has been working to respond to the COVID-19 outbreak in accordance with government and university guidelines. Service and stewardship to our communities are core to the library profession and the values of Texas Woman’s University. The health of our communities is of equal importance.

While preparing for the Fall 2020 semester, the libraries anticipate some of our students may have in-person classes scheduled directly before or after an online class and will need a place on the Denton Campus to attend their virtual course due to time constraints. The library can assist in these situations by making the Reference Training Room (RTR) available while still following the social distancing, PPE, and disinfection protocols our building currently has in place. Due to the fluidity of the pandemic, library guidelines may change without notice.

### Library Guidelines

The RTR (BH103) will temporarily alter its usage of the room to accommodate students who need a place to work while taking a virtual course under tight time constraints. The guidelines are:

1. The room will only contain 6 workstations, spread out to allow for safe social distancing.
2. All workstations will include a web camera and microphone.
3. Disposable earbuds/headphones, available at the Information Desk, will be available at no charge for any students that need them.
4. Signage on the doors will indicate that the area is only open by reservation to students enrolled in online classes.
5. Requests for using the space should be sent to InformationDesk@twu.edu or can be made in person at the Information Desk.
6. Library staff will respond to each reservation request, asking for additional information to confirm the student’s online space need during specific course meeting dates and times.
7. Once a workstation has been reserved, each reservation for a specific time period stands as a recurring booking for that individual for the remainder of the semester.
8. Each workstation is numbered and students are assigned to a specific workstation for the duration of their reservation.
9. All students must wear masks while in the library. Complimentary masks are available at the Information Desk.
10. Noise must be kept to a minimal level at all times while in the RTR so others are not disturbed.
11. Cell phones should not be used while using the space.
12. Students cannot pass on their reservation time to anyone else.
13. All reservations are for a single individual only.
14. Disinfectant products are available for students to use in cleaning the workstation when they arrive.
15. Follow library staff instructions. The staff are acting in the best interest of all occupants of the library if they ask you to relocate or leave the library.
16. Library staff will monitor the RTR to ensure that social distancing guidelines are followed and reservations are upheld.
17. If an issue arises involving a student reservation, contact the Information Desk.
18. If requests for use of the RTR exceed the amount of time and workstations available, the Information Desk will work with individuals for an alternative space.
19. Library staff retain the right to cancel a reservation and to ask users to leave the library if instructions are not followed.

**Review:**

The Library’s Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.