

UWM LIBRARIES ROADMAP FOR REOPENING

July 31, 2020

Since the closure of UWM buildings in mid-March due to COVID-19, the UWM Libraries have operated primarily online, providing uninterrupted access to an extensive array of services and resources for the UWM community. Following the announcement that UWM will reopen its three campuses this fall, the Libraries have been actively planning and preparing for our own reopening. Planning has involved many hours of research, meetings, and discussions about expanding access to services and resources while providing a healthy and safe environment for students, faculty, and staff. Our roadmap is based on directives and recommendations from the University, as well as emerging best practices from libraries nationwide. It is designed to fit the unique circumstances of each UWM campus, and provides flexibility for adjusting our progress as the public health situation demands.

Goal

Our overarching goal is to fulfill our [mission](#) while providing a healthy and safe environment for the UWM community.

Scope

This document provides a high-level roadmap for reopening libraries on all three campuses. It does not address:

- Spaces occupied by other campus units, such as the Connected Systems Institute, PASS, the Student Success Center, and the Writing Center at the Golda Meir Library.
- Staff work areas, which are addressed in the [UWM Emergency Operations Center COVID-19 Operations Planning Report](#).
- Employee policies and procedures, which will be addressed by [UWM Human Resources](#).

Principles

The development of our plan is based on the following principles:

- Public health and safety is our top priority.
- We will adhere to University, local, state, and federal public health policies and recommendations.
- Our planning will keep pace with the teaching, learning, and research needs of the University.

- Our planning will take into consideration the unique circumstances of each UWM campus, and provide flexibility for adjusting our progress as the public health situation demands.
- We will clearly communicate our planning with the UWM community.
- We will practice fairness, equity, and anti-bias in our planning.

Prerequisites

The University will determine when it is possible to resume activities in the physical libraries, based on factors that include:

- UWM reopening plans are approved by the City of Milwaukee.
- Building safety plans are approved by the Building Preparedness and Operations Review Team.
- Safety training is completed by all employees assigned to work on campus.
- Process to attest to good health is available to all employees who return to campus.
- Provision by the University of PPE and modification of work areas, as needed.

Framework

The State of Wisconsin [Badger Bounce Back plan](#) provides a framework for a phased reopening of public spaces devoted to library services. Library activities generally map to the Badger Bounce Back plan as follows:

- Safer at Home: Essential on-site services allowed with approvals.
- Phase 1: Contactless pick-up service for books and other circulating materials.
- Phase 2: Reopen public areas (may vary across libraries); limited hours; limits on capacity; maintain health protocols.
- Phase 3: Resume normal operations with some exceptions: open all spaces, return to regular hours, resume on-site service; relaxation of health protocols.

Progression to a higher phase of reopening requires additional planning and an adjustment of staffing levels to manage the increased on-site activity. We will develop our plans following [guidelines](#) prepared by the Emergency Operations Center.

REOPENING ROADMAP

NOTE: Arrangements for reopening library spaces and resuming full services will occur differently at different campuses.

Library Services	Summary and Highlights	Dependencies	Effective Dates
Level 1	<ul style="list-style-type: none"> • Buildings closed to everyone except on-site employees providing essential services. • No materials lending. • No access to rare and unique collections. • Encourage users to retain items checked out to them, including ILL loans • Majority of services are online including reference, research consultations, instruction, etc. • Access to online resources continues uninterrupted and, in some cases, expanded temporarily. • Public programs cancelled or moved online. 	<ul style="list-style-type: none"> • Minimum staffing • On-site essential employees follow University Safety and Assurances Work Practices 	Beginning March 20, 2020
Planning for Next Level			
Level 2	<ul style="list-style-type: none"> • Contactless pick-up service for circulating items (except equipment and print reserve). Decrease scanning articles/parts of books on demand to usual levels. • More openness to returns; segregate returned items for 72 hours 	<ul style="list-style-type: none"> • Approved safety plan • Staffing plan 	Beginning June 1, 2020
Planning for Next Level			

Level 3A	<ul style="list-style-type: none"> • Open branch libraries in their entirety. • Open Golda Meir Library, Daniel M. Soref Learning Commons only. Keep group study rooms and classrooms closed. Other parts of the building also remain closed. • Limit capacity to the UWM community. • Discontinue pickup service inside; staff continues to page materials in advance of pickup. 	<ul style="list-style-type: none"> • Approved safety plans • Expanded staffing plan 	Beginning August 24, 2020
Planning for Next Level			
Level 3B	<ul style="list-style-type: none"> • At the Golda Meir Library, <ul style="list-style-type: none"> • Open reading rooms of the American Geographical Society Library, Archives, Special Collections by appointment only. • Open the general collection and adjacent areas to the UWM community. 	<ul style="list-style-type: none"> • Approved safety plan • Expanded staffing plan 	TBD
Planning for Next Level			
Level 4	<ul style="list-style-type: none"> • Resume access to all users • Resume all on-site services (reference, instruction, etc.) • Resume on-site public programs • Interim remote working arrangements end; revert to normal telecommuting arrangements 	<ul style="list-style-type: none"> • Approved safety plan • Expanded staffing plan 	TBD

Services Not Mapped

- Resource Sharing – depends on South Central Library Service and staffing levels at other UW libraries
- Interlibrary Loans – depends on libraries resuming service