



MUNI UNIVERSITY LIBRARY AND INFORMATION SERVICES:

Library Standard Operating Procedures (SOPs)

1. General Information

- 1.1. The safety of library staff and users is our highest priority.
- 1.2. Observe new guidance of use of library spaces and services.
- 1.3. Familiarise yourself with the library's COVID-19 risk free measures.
- 1.4. Make sure you are aware of all physical distancing and hygiene measures and procedures put in place for everyone's safety.
- 1.5. The library has a COVID-19 Taskforce to identify and monitor health and safety high risk areas for onward notification.
- 1.6. Respect the fact that the full range of library services shall not be available for some time and that library staff are following Health and Safety guidance to ensure available services are safe.

2.0. Inquiries

- 2.1. Library shall be prepared to receive phone and email or social media enquiries during the reopening (0772-536-927, 0774-380-774, 0772-985-720, 0772-820-160, 0774-160-586, 0772-532-729, library@muni.ac.ug or visit the library Facebook page)

3.0. Roles and responsibilities of library staff

All library staff shall ensure the following:

- 3.1. The Library is thoroughly cleaned and disinfected
- 3.2. All highly touched objects and surfaces such as door handles, entry and exit points shall be disinfected at all times
- 3.3. Library Staff shall clear workspaces and remove waste and belongings from the work areas after use.
- 3.4. Library staff shall follow all National and Ministry of Health guidelines
- 3.5. Library shall provide hand washing facility/sanitiser and a temperature gun for staff and users at the entrance to library
- 3.6. Staff shall work in shifts to reduce the number in the library.
- 3.7. Limit period of time in the library from 10:00 a.m. to 4:00 p.m. This is to allow time for

disinfection

- 3.8. Limit number of staff to 3 per working schedule (*Library staff will come to office only when they are on duty*).
- 3.9. Enforce time limits maximum of 2 (two) hours on PC sessions by each user
- 3.10. Staff shall use designated office space for the discharge of their duties, including the use of computer, and maintaining the required social distance.
- 3.11. The staff doing the cleaning, dusting, and shelving of books shall wear masks and hand gloves.

4. Accessing the library: Responsibility of library users (students/staff)

- 4.1. All persons shall wear Face Masks, wash hands and have their temperatures checked before entering the library.
- 4.2. All library users shall observe social/Physical distancing while at the library
- 4.3. The library is opened from 10:00 a.m. to 12:00 noon and 2:00 p.m. to 4:00 p.m. daily from Monday-Friday
- 4.4. The library remains closed on weekends and public holidays
- 4.5. All library users shall be required to register their contact details in the library record book.
- 4.6. A library staff shall register the details to avoid contamination
- 4.7. Only final year students and staff are allowed to use the library services and facilities
- 4.8. Visitors, alumni, relatives/dependents, etc. are strictly not allowed in the Library until a contrary directive is given.
- 4.9. Students are discouraged from coming into the library with bags, jackets, coats, etc.
- 4.10. Respect advice and guidance issued by library staff.
- 4.11. Be patient and wait for services to be offered by the library staff.
- 4.12. Respect restrictions on activity put in place as a result of the risk assessment.
- 4.13. Library users shall be allowed to borrow books for a period of 14 days (two weeks) from the designated circulation desk.

5. Using space

- 5.1. Adhere to the 2m distance rule, and observe markings or floor tapes that have been put in place.
- 5.2. Access services in the library one at a time. No more than one person shall be allowed to access services at the same time.
- 5.3. Library seating arrangement shall be maintained. Moving/shifting of chairs and tables are strictly prohibited. Please talk to a staff if it is necessary to do so.
- 5.4. Leave the library immediately once you are done to avoid unnecessary social contact.

6. Cleaning and hygiene

- 6.1. All library users shall observe and maintain cleanliness and hygiene while at the library
- 6.2. Users noticing any ill/unwell person(s) should immediately bring it to the notice of the staff on duty.
- 6.3. Users should throw any waste/paper/used mask/gloves, etc. only in the dustbins provided.
- 6.4. Switching 'on' of the Wall Fans is prohibited. Natural airflow shall be maintained in the library building by opening the library windows.
- 6.5. All library users shall adhere to use and cleaning guidance for reading facilities and other common areas.
- 6.6. Avoid touching your eyes, nose and mouth with unwashed hands; should you need to, cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.

7. Physical distancing

- 7.1. Do not gather in common areas or open spaces in and around the library.
- 7.2. The main entry to the library is divided into two (for entry and exit strictly).
- 7.3. The distance from the main service points, is marked out, to minimise face-to-face interaction.
- 7.4. In case of queueing outside and or inside the library – keep every 2 metres in between yourselves and others.

8.0 Safety precautions

- 8.1. Should you develop any signs of illness while at the library, report immediately to the library staff on duty.
- 8.2. Avoid the sharing of close-contact equipment such as calculators, pens, rulers among users
- 8.3. Materials such as coats, jackets, sweaters should stay outside the library in order to reduce the risks of contamination.
- 8.4. Materials that may be touched frequently, such as magazines and newspapers shall only be accessible to users with gloves and masks.

10. Violation

10.1. People who do not comply with SOPs shall be denied entry into the library until when they comply.



“Thank you in advance for your cooperation.”

Library Management