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Summer 2020 - COVID Interlibrary Loan Quarantining Guidance

The results of the data libraries have submitted to MSL indicate that more than 130 libraries are ready for Statewide Lending. The data indicates that there are enough libraries with staff in buildings who can process ILL-to make returning to a regular van delivery schedule possible.

During the week of July 13th, lending among the consortia will begin (Minerva, MILS, and URSUS). The following week, on July 20th, when Maine InfoNet makes MaineCat requesting available, ARRC facilitated lending with Bangor Public Library, Portland Public Library and the Maine State Library will begin.

Overview

The intent of the process outlined in this document is to **quarantine library materials**. We can assume that the risk from the virus from totes and bags handled by FX and library staff is very low based on safety procedures in place in libraries who have opened in accordance with the [Public Library Checklist](#) and the safe handling protocols in place at the freedom Xpress facilities.

The higher risk are materials handled by patrons. **The requirement is to quarantine library materials for 72 hours.**

- Library staff and FX staff should sanitize or wash hands before and after handling totes and bags.
- Library staff will wear masks and sanitize or wash hands before and after handling books and other library materials.
- FX will wear masks in library buildings and follow hand washing and safe handling procedures of totes and bags in the sorting facilities and trucks.
- Libraries may establish procedures for cleaning/disinfecting totes and bags but **must follow the 72 hour** quarantine guidelines for library materials based on the results of the [REALM Study](#).

Please remember, for safe and successful statewide resource sharing, we need everyone's cooperation and agreement to follow procedures when handling totes, bags and all library materials.

After discussions late last week with Freedom Xpress and then their further analysis of the space needed and added costs to us for adequate materials quarantining space, we determined that the best way forward was to have quarantine occur at libraries.

Libraries are expected to quarantine materials for 72 hours. This is based on the [results published by the REALM Project](#) on June 22. Most libraries already have procedures in place for quarantining materials circulating via curbside or regular borrowing.

Process and recommendations:

When libraries receive totes from Freedom Xpress you can expect that bags inside the totes have been handled by FX sorters wearing PPE (masks, gloves, using hand sanitizers, etc.).

FX sorters and drivers DO NOT handle library materials inside zippered bags. The last person to handle library materials was a library staff person from the sending library.

Libraries may follow any of the processes below, in preferred order, but feel free to align with practices that most suit your library.

Receiving materials and totes

1. Remove bags from totes, remove books from bags, quarantine books for 72 hours.
2. Remove bags from totes, quarantine bags for 72 hours.
3. Quarantine totes containing bags and materials for 72 hours.

Sending materials and totes

1. Prepare materials as usual but using safe handling guidelines (masks, hand sanitizing/washing)
2. Date/Time notations are **optional** depending on each individual library's work flow and local practices
3. Wipe down the outside and tote covers with your disinfectant cleaner after packing and placing the bags in the tote.

Note: We have added 500 totes to the system during the first two phases of Opening of Van Delivery Services (June 1 – July 10). MSL will purchase additional bags if needed in the upcoming weeks. Minerva did purchase 500 bags in early March and MSL had 100 bags repaired by a local vendor.