

## Summer 2020 - COVID Interlibrary Loan Quarantining Guidance – Update August 25, 2020

During the week of July 13<sup>th</sup>, lending among the consortia began (Minerva, MILS, and URSUS). The following week, on July 20<sup>th</sup>, ARRC facilitated lending with Bangor Public Library, Portland Public Library and the Maine State Library began and MaineCat was made available. Enough libraries with staff in buildings who can process ILL made returning to a regular van delivery schedule possible.

### **Updated Overview (note changes and additions in red)**

The intent of the process outlined in this document is to **quarantine interlibrary loan 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 interlibrary loan 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 should establish procedures for cleaning/disinfecting totes and bags but **must follow the 72-hour quarantine guidelines for interlibrary loan library materials** based on the REALM study results. The study has indicated a natural attenuation of the virus on a variety of results on material types with the majority of the most used materials after 72 hours. Read all the [REALM Project Results](#).

***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 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 the full 72-hour quarantine of interlibrary loan** occur at libraries.

### **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.

FX usually sorts and turns around materials in one day but there may be delays that could add an extra day to the ILL materials sitting in the sorting facility.

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 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.

We are monitoring totes and bags inventory and ask that libraries not quarantine in totes if possible.