

Greetings Colleagues and Welcome Back!

I'm writing with updates on the Library's reopening for the Fall 2021 semester. Since we were last on campus in March 2020, many changes have taken place, and I would like to update you.

Physical Library Operating Hours	Library Online Services	Student Success Center/Tutoring (In-Person Hours)
<ul style="list-style-type: none"> • Monday through Thursday 8 am to 6 pm • Closed Friday through Sunday 	Online Chat @ Ask A Librarian <ul style="list-style-type: none"> • Monday 1 pm to 5 pm • Tuesday 2 pm to 5 pm • Wednesday 9 am to 4 pm • Thursday 2 pm to 4 pm • Friday 9 am to 1 pm • Saturday & Sunday (Co-op librarians are available) 	<ul style="list-style-type: none"> • Monday through Thursday 11 am to 4 pm • Closed Friday through Sunday

Please note: In order to meet our goals to have both onsite and online services, we are reducing our building hours to create room for online services. Hours are subject to change, and your understanding and patience are appreciated. We remain being flexible and responsive to the fluid COVID-19 landscape/requirements.

COVID-19 Campus Protocols:

Please visit [the Los Angeles Community College District COVID-19](#) page for details about the Safe Return to Work plan. Or please see the LASC Safe App on your phone which is a free download and does not require any permissions to information on your phone. There is a great set of information for students, faculty and staff about safe return to campus and health information.

Library Safety Plan and Code of Conduct

- Students must comply with the daily check-in using the [LACCD Check-In LA Southwest College](#)
- The LASC Library is requiring all students to submit [Library Access Request form](#)
- Masks are required to use indoor spaces (as is the process for the campus)
 - Students who refuse to wear face mask, will be asked to leave the library and may be referred to Dean of Student Services.
 - Students who cannot wear face mask for health reasons, must communicate that with the Student Services and document it.
- Non-surgical masks available for all upon entry if someone does not have a mask
- Computers are for LASC students only
- Due to COVID-19 pandemic capacity restrictions on seating within the library, use of the library computers and library area by community members is temporarily suspended to allow for priority access by current LASC students, staff, and faculty.
 - Potential students will be allowed to use the library
- Plexiglass installed at the Reference Desk and in process for the Circulation Desk
- Reduced overall seating capacity to accommodate physical distancing at study tables, carrels, and computer workstations
- Group study rooms are closed until further notice
- Sanitizing/alcohol-based wipes and hand sanitizer available for self-service cleaning
- Exterior seating for those who do not wish to enter the building
- Students must carry their LASC/LACCD student ID card to check out any items

- Students can pick up their LASC student ID card at Student Services Building
- There is no food or drink allowed in the library, with the exception of water bottles with a secure top
- The library does not currently have any printer or copier available for students and employees. We anticipate having the printers/copiers arrive in September.

What the Library is NOT doing:

- We are not screening people for their temperature at the library entrance
- We will not be quarantining returned items
- We will not clean computers after each user leaves. Wipes are available for those who would like to clean the computer station before using it.

What if someone appears sick in the library?

Library users are obligated to comply with campus policies on posted signage. This will include a self-screening questionnaire notifying them that they cannot enter the Library or any other campus building if they have symptoms. Again, everyone must wear a face covering when using the Library. If someone is visibly ill, please call me (Library Department Chair x5410 or Google voice: 657-233-1948) to address the issue

Textbook Reserves

For Fall 2021 semester, we will offer in-person reserves:

- 2-hour checkout of physical textbooks
- Textbooks will not be quarantined upon return

Laptop Loans

Our laptops are currently on semester-long loan period. Only currently enrolled LASC students are eligible to receive a laptop. Students must submit a [laptop request application](#) to receive a device.

Interlibrary Loan

We will resume ILL services this fall. Students can place a hold on non-textbook items for interlibrary loan. Students will be notified when the item is ready for pick up.

Library Instructions, Orientations, and Workshops

We will continue to offer LibGuides and Zoom visits for classes. Faculty can submit an [instruction request form](#) for their online, hybrid, or in-person class visit. Library workshops schedule will be shared via LASC Newsletter and social media.

Again welcome back and thank you for reading through this information-heavy email! This information will be shared with students. If you have questions, comments, and concerns, please share them with me. Your feedback is essential to a successful return to campus for the library.

While our building may have closed, we never stopped providing excellent instruction, reference, programs, and services to our students and our colleagues. The pandemic isn't over, we're entering a new phase, and we are adjusting to the new environment.

With all best wishes for a successful year,

Parisa Samaie on behalf of Library Team

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