

## **Protocol for user access to the KNIR library**

Regarding the epidemiological emergency of Covid-19, the KNIR library has taken the following measures to protect health and prevent risks to personnel and users and to provide its services in accordance with current legislation and guidelines adopted by the main national and international library associations.

### **1. Make an appointment**

Access for users outside the library is only possible by making an appointment via the appointment form on our website.

The library staff will respond to the received requests within one business day.

A quota access is allowed in proportion to the capacity of the building.

In the request for access, the user must specify the reasons and items to be consulted in order to allow library staff to optimally organize the delivery of these items.

For the duration of the emergency, the collection of rare books, old maps and all "special collections" is excluded from direct user consultation.

### **2. Access to the library**

The user must present at the agreed date (in strict accordance with the stipulated time), equipped with a **disposable mask and latex or nitrile gloves**, which must be worn before entering the institute building.

For access within the building (as well as for smoking), the user must follow the paths indicated by specific signs.

The secretariat will welcome the user through the intercom at the green gate and invite him/ her to first disinfect the gloves with specially provided hydro-alcoholic solutions and then go to the main entrance of the building where he will enter the atrium, welcomed by an employee of the library.

The user is presented to the library office and given a form to fill in, in which the user declares that he has no temperature > 37.5 ° C, that he/she is not positive for Covid-19, that he/she has not been in contact the past 14 days with people who have tested positive for Covid-19, and that he/she has not been quarantined.

The data provided by the user is stored in accordance with current regulations. After completing these procedures, the user is guided to the library, where he/she is assigned a specific workplace and receives the requested resources in consultation. It is not allowed to remove resources directly from the shelf. For any need (photocopies, etc.), please contact the library staff. You can reach them via the correct indicated path. The workplace remains for the exclusive use of a particular user for the duration of their stay in the library and is sufficiently cleaned and disinfected after departure. At the end of his/ her stay, the user leaves the consulted items on the table. These will be placed in isolation for 7 days before a

new consultation. The institute provides users with dedicated toilets, which can be reached by following on-site instructions, and provides hydro-alcoholic solutions for hand hygiene in any environment. For security reasons, users should keep their personal belongings with them at their location.

Users are also recommended to:

- only handle library books after cleaning and disinfecting gloves;
- not to use saliva on fingers to turn pages;
- not cough or sneeze in books, cover your mouth and nose with the elbow in case of sneezing or coughing.
- not to touch eyes, nose and mouth with hands;

During the emergency, the use of the machine for dispensing water and other drinks is not allowed. You are allowed to bring a bottle of water with you to the institute.

The use of the air cooling / heating system is prohibited.

### **3. Leaving the Institute**

Before leaving the Institute, the user must go to the library office via the indicated path: from there he will be guided directly to the exit by the library staff.