

Procedures for Using the NH Room and Materials During the Pandemic

Important Notes:

The innately fragile nature of items found in archives and special collections prohibits many of the sanitizing measures used elsewhere in the library. Therefore, different steps will be taken to protect NH Room users and materials.

No sanitizing fogs or aerosols may be sprayed in the air of the Pease Public Library NH Room. These will cause irreparable damage to the archival materials in the space. None of the individual materials may be cleaned or sanitized. They must instead be quarantined.

Without exception, the following procedures must be followed during this time to prevent the spread of COVID-19 to fellow staff and patrons. Thank you in advance.

1. Anyone who uses the NH Room must wash their hands prior to entering the room. Hand sanitizer, sanitizing wipes, are NOT acceptable. Hand sanitizer residue on hands has been shown to damage archival materials. Masks must be worn prior to entering and during the entire visit to the NH Room.
2. All materials used, including touched in order to get to other materials, must be quarantined. For example, if you used a photo from a file, the whole file will need to be quarantined. If you pulled a clipping from a box, that box must be quarantined.
3. After use, leave all materials on the table. The materials will be bagged in a poly zip bag and/or a plastic tub depending on size of the materials. The bags and/or tubs will have a date label visible from the outside fill out by a staff member at the end of the appointment.
4. The number of people inside the NH Room doing history research cannot exceed 2 people. During research, the door must remain open for ventilation purposes. Six foot distances from other people must be maintained.
5. Any visit to the NH Room by patrons for research must be appointment based. Appointments will be limited to one hour in length maximum.
6. After all materials are bagged and moved to the designated quarantine area, the table and chairs (where you touched the chair when pulling it out or pushing it in) must be sanitized after each use.
7. Only desk surfaces and multi-touch points may be cleaned with sanitizing wipes or sanitizing sprays.
 - a. The only acceptable sanitizer in the archives is to be a solution of 70% alcohol in water. This is to be sprayed onto disposable cloths, and then used to wipe down tables and chairs, and other touch points named earlier. The surface should remain wet until it dries naturally, then wiped down again and left to dry completely before use.

- b. This solution may NOT be used near or on archival materials. This solution may NOT be sprayed in the air near or on archival materials.
- 8. No gloves used for sanitizing purposes may be used with archival materials.
- 9. All plastic tubs will be cleaned and disinfected after each time they are used to store quarantined materials. The poly zip bags will be thrown away after each use.
- 10. Upon exiting, using a sanitizing wipe, sanitize the light switch and door knobs (inside and outside the door), as well as any other touch points (ex. file cabinet handles).
- 11. If someone who has used NH Room materials within 14 days becomes positive for the COVID-19 virus, the NH Room must close and be quarantined for 9 days.
- 12. All new acquisitions must be quarantined for the maximum time of 4 days due to the typical variety of materials.

Please sign and date below, acknowledging that you have read the above policy.

Signature

Print Name

Date