

ANBG LIBRARY COVID-19 SAFETY PLAN

The ANBG Librarian will be implementing procedures to ensure the safety of external library users during on-site visits to the Library at the Australian National Botanic Gardens (ANBG). The library will adhere to all [ACT Government regulations and requirements](#).

You should not attend if:

- are feeling unwell,
- have returned from overseas or a cruise ship in the last 14 days,
- have been instructed to self-isolate or quarantine by an Australian state or territory Health official,
- have been in a hot spot as determined by ACT Health, or
- have been in close contact with a confirmed case of COVID-19.

How library visitors can assist:

- Ensure you observe physical distancing at all times and sanitise (or wash) your hands before, during and after your visit.
- Discuss with a library staff member if you have any concerns regarding COVID-19 safety.

The following safety measures will be in place:

Click and Collect service

A click and collect service is available for registered borrowers, enabling them to collect library items and return them to the ANBG Visitor Centre, where an appropriate COVID Safety Plan is also in operation. External borrowers are encouraged to use this service to minimise the need to visit the library. Items can be requested via the Library catalogue at <https://library.awe.gov.au>. To register for this service please contact the ANBG Librarian (6250 9480; ANBG.Library@environment.gov.au).

Library capacity and planning your visit

The main part of the ANBG Library has a maximum capacity of seven (7) persons at any one time. This number includes staff members and contractors, so the number of visitors allowed is lower than this and will vary over time. Please do not enter the library if the capacity has already been reached and keep your visit short to enable access by other users. The Librarian will ensure that maximum capacity limits are not exceeded. The Librarian will review capacity in line with the ACT Government's COVID-19 restrictions and inform staff and users of any capacity changes.

If you need to undertake extended research in the library or require reference assistance, please contact the ANBG Librarian in advance to make an appointment. This will ensure your visit can be accommodated. Standard staffing hours for the ANBG Library are currently 9:30 AM–4:30 PM Wednesday to Friday but these may vary at short notice. Self-service loans are available 9:30AM–4:30 PM Monday to Friday for staff and other registered borrowers.

Checking in

As of 6 March 2021 it is mandatory for external library users to check in using the *Check in CBR* app on a mobile device. Check-in details are sent to ACT Health and stored for 28 days for possible use in contact tracing. QR codes for use with the app have been posted at both entrances to the library. If you are unable to use the app for any reason please let the ANBG Librarian know so that they can check in for you. Entry will be refused if an attendee refuses to check in or be checked in via the *Check In CBR* app.

Physical distancing

All library users need to maintain physical distancing of 1.5 metres from members of staff and visitors at all times. If another user is already in a shelving or compactus bay, please do not enter the same area and allow them adequate space to pass you and exit.

Hygiene

Hand sanitiser will be provided at the front desk and near the library entrances/exits. More commonly used surfaces and objects (e.g. the loans area) will be cleaned frequently with alcohol wipes by the ANBG Librarian.

Users should wash or sanitise their hands before and after handling collection items. The standard procedures for the library relating to reshelving will continue to be observed, i.e. that users should leave any materials removed from the shelves or compactus for browsing in the library on the reshelving trolley and any returned loans should be left in the loans tray at the library counter.

The ANBG Librarian will follow departmental guidelines to ensure staff stay home if they are feeling unwell or if they have been in close contact with a person who has or is currently being tested for COVID-19. They may ask visitors who are exhibiting possible symptoms of COVID-19 to leave the library until further notice.

Safety Plan Contact

Anna Monro, Botanical Information Manager, (02) 6250 9530