

ALL PROCEDURES ARE SUBJECT TO CHANGE

Reopening for Galleries and Research Room in Roberts Library

Revised 8/5/20

The Roberts Library research room and the Galleries at Library Square are now open on a limited basis Monday, Wednesday, and Friday from 9:00-11:00 a.m. and 1:00-5:00 p.m. The 9:00-11:00 a.m. time slot is set aside exclusively for high-risk populations. While we are allowing a very limited number of walk-up visitors, we strongly encourage patrons to make appointments for entry to the research room by calling (501) 320-5700 or emailing arkin@info@cals.org and appointments to enter the galleries by calling (501) 320-5790 or emailing galleries@cals.org.

The exterior doors will remain locked. Patrons arriving at the Roberts Library to access either the research room or the art galleries will be directed to go to the main entrance at 401 President Clinton Avenue and contact the gallery staff for admission by ringing the doorbell or by calling (501) 320-5790.

Procedure for entry into the Roberts Library:

Patrons entering the building will be asked the following screening questions:

- Have you or anyone in your household been diagnosed with or suspected to have COVID-19?
- Have you been in close contact with someone who has been diagnosed with or suspected to have COVID-19?
- Have you or anyone in your household traveled out of the country or into a COVID hotspot in the past 14 days?
- Have you or anyone in your household had a fever, a persistent cough, or difficulty breathing in the last 24 hours?
- Have you experienced a loss of taste or smell?

The patron must answer “no” to the above questions, or they will not be allowed in the building.

Patrons must also agree to wear a mask, or they will not be allowed in the building. Patrons as well as staff should always maintain a minimum of six feet of social distancing.

One patron or family group of patrons are allowed in the elevator at one time. No staff will share the elevator with a patron.

Research room procedures and requirements:

No more than four patrons will be allowed in the research room at any given time. This includes up to two users of closed stacks material.

All patrons must wear masks covering their noses and mouths throughout the time in the research room. Staff should remind them to wear their masks properly, and if the patron doesn't cooperate after two reminders, the patron can be told to leave the building. If necessary, CALS security may be called.

Patrons using closed stacks material must request it at least two business days in advance by calling (501) 320-5700 or by emailing arkinfo@cals.org for CALS Butler Center materials or cahc@ualr.edu for materials from the UA Little Rock Center for Arkansas History and Culture collections. Once the material is ready, a staff person will contact the patron and an appointment will be set. The patron will be instructed that at this time the end time of that appointment is fixed – for example, if they reserve a 1 – 3 p.m. time slot and they don't arrive until 1:30, they will still be required to leave at 3 p.m.

Patrons using closed stacks material are encouraged to fill out a researcher form prior to arrival. The forms will be sent out electronically at the time of reservation.

If a patron has requested closed stacks material, and if the material can be digitized in less than thirty minutes, a staff member will digitize it and send it electronically.

If the requested material cannot be digitized efficiently or if the material is too fragile, it will be pulled over the two-business-day time period and placed on a

cart with the patron's name noted prominently. The patron may retrieve the cart and move to a research space. Multiple archival boxes may be on the cart, but only one box may be on the desk at any one time. An over-sized bookmark must be placed in the box space where an individual folder has been removed. Only one folder should be on the desk and open at any one time.

When finished, patrons will return their cart to a designated location. If a patron wants to return on a subsequent available date and time to further review materials in the cart, the cart can be placed in the closed stacks area with a note regarding the patron's name and probable return. If the patron has finished reviewing the materials, a note will be placed on the cart and the materials will be quarantined for seventy-two hours before it is re-shelved.

Patrons can make digital copies of the material using their cell phone or camera. No photocopies or scans can be made during their visit. If photocopies or scans are desired, they will be made after a seventy-two-hour quarantine period for the material has passed. At that point, staff will send the documents electronically or by mail.

A limited number of computer stations are available for use. Tables and chairs will be spread out to maintain appropriate social distancing.

Patrons using open stacks books will be instructed to place the books on a designated cart after use. At the end of the day, this cart will be quarantined for a minimum of seventy-two hours. A system has been set up to re-shelve this material after the allotted amount of time has passed. CALS staff will direct this system.

All computer work stations and tables and chairs will be wiped down between patron visits by staff. Staff will wipe down their own stations at the end of each shift. Details about these procedures appear in a note on the staff desk.

If a staff member needs to handle money for any reason, he or she must wash their hands thoroughly afterwards.

Galleries at Library Square procedures and requirements:

Patrons desiring a tour of an open exhibition or the opportunity to shop in the retail gallery should contact the gallery by emailing gallery@cals.org or by calling (501) 320-5790 to set up an appointment during the hours the building is open.

A maximum of ten patrons will be allowed in the galleries at any one time.

Note: These procedures will be reviewed periodically and altered if necessary based upon current conditions.