

SHPD Library Procedures

June 2020

As part of SHPD's continued efforts to limit transmission of COVID-19 (coronavirus) as the State of Hawaii begins to emerge from the state of emergency, beginning on July 30, 2020. SHPD Kapolei library will be available under the following procedures. These procedures are subject to change without notice.

Physical access to SHPD library collections will be available by *appointment* only. No casual, walk-in use of library access will be allowed.

Guidelines are as follows:

- *All SHPD Library Use Requests are subject to prior SHPD Librarian approval. Patrons who are approved to utilize the SHPD Library, in-person, will receive confirmation via email.
- * Completing the request is the sole responsibility of the requesting party.
Incomplete requests will not be processed.
- * The SHPD Librarian will ensure that no other patrons have been approved for use at the same time.
- *You MUST allow between three (3) full business days for SHPD to process and make a determination regarding your Library Use Request.
- *Do not come to Kapolei until you receive written confirmation of your appointment from the Librarian.*

- a. To request access to our physical collection, you MUST complete our online Library Use Request form.
- b. Physical access to the library will be strictly limited to one (1) patron at a time.
- c. No groups of 2 or more allowed.
- d. SHPD staff will email a short screening questionnaire, the day prior to your visit, and your temperature will be taken upon your entry to the SHPD offices.
- e. Masks and gloves MUST be worn at all times while on SHPD premises. Gloves will be available at the SHPD office, but you must provide your own mask. *Please note*, you will be denied access to the Kakuhihewa Building if you are not wearing a mask.
- f. Library access will be strictly limited to NO MORE than two (2) hours.
- g. To limit potential Covid-19 transmission through contact contamination, SHPD scanners cannot be used by the public.
- h. Visitors may request that the Librarian scan documents.
- i. Visitors must clean up the library at the end of their appointment. The worktable in the library must be sanitized using supplies provided by SHPD for that purpose.

Reasonable direct email research assistance requests, that do not require physical access to the library, will also be fulfilled at the sole discretion of the SHPD Librarian—in the order in which they are received. The SHPD Librarian reserves the right to refuse an email request and may direct patrons to the guidelines for physical access instead.