



TEMPORARY CHANGES TO LIBRARY COLLECTIONS ACCESS

Using the Reading Room:

- Masks must be worn at all times while inside the reading room. This ensures our compliance with Gov. Beshear's recent Executive Order.
- Place personal bags/belongings in the lockers prior to checking in at the Reference Desk. (Please note your locker number to report to the Reference Staff)
- Once inside the library – **STOP** at the first roped stanchions to wait for the next available staff for check-in. Give fellow visitors enough space to maintain the 6ft Social Distancing protocols while entering and exiting the Reference Desk Area.
- When consulting with staff, follow Social Distancing protocols at all times.
- Maximum of one household per table – a table number will be assigned to you.

Using Books/Materials

- Please notify staff after finishing with any equipment: photocopiers, computers, etc.
- The General Stacks, Reference, Land Records, and Maps areas are **CLOSED** to browsing and visitor retrieval. Staff will pull your requested items.
- Send a list of your requested items to the Reference Desk email address: khsrefdesk@ky.gov (see catalog instructions) OR fill out a form for retrieval. (*Archival Collections access has not changed – fill out a call slip for access/retrieval*)
- Each retrieval is limited to **10 books/items at a time**.
- Retrieval times may vary due to staff availability.
- After use, place your books/items on the two carts in the center of the room. **DO NOT** touch or handle any books once placed on the carts.
- ****NOTE** After use, all items will be quarantined for 72 hours prior to the next retrieval – This means some items may not be available during your visit if they have been used within the past three days.**

Computer/Microfilm Use

Computers and the Microfilm Reader/Printer will be limited to 1 hour use at a time. Notify the Reference Desk staff in order to schedule time during your visit. You may sign up for additional hours if no one else is in line. Printed pages from the computer will be delivered to your assigned table.