



MISSISSIPPI VALLEY STATE
UNIVERSITY



JAMES H. WHITE LIBRARY

*PHASED
REOPENING PLAN*



MISSISSIPPI VALLEY STATE UNIVERSITY

FALL 2020

This plan will be updated as we monitor data and information related to the COVID-19 pandemic. We will continue to keep the campus community and MVSU stakeholders informed as developments occur.



TABLE OF CONTENTS

| | |
|--|--------------|
| A Message from the Director..... | 4 |
| MVSU Guiding Principles for Reopening..... | 5 |
| PHASE ONE..... | 6 - 7 |
| PHASE TWO..... | 8 - 9 |
| PHASE THREE..... | 10 |
| Communications..... | 11 |
| Important Campus Contacts..... | 12 |
| The Devil's Gun..... | 13 |
| Protect Yourself..... | 14 |



Message From The Library Director Mantra Henderson, MLIS, ABD

Greetings,

For the past few weeks, staff of the James H. White Library have been preparing a phased reopening plan for the library. We have missed being at the Library and know you have too.

As we move forward, all of us remain committed to the library's mission and to the health and safety of MVSU faculty, staff, students, and community users. We will strive to bring you the best Library services possible, while limiting physical access.

Changes to our service are already underway:

These services are part of the library's planned reopening approach, but dates and details will not be confirmed until health and safety protocols are tested and determined feasible at each new phase based upon **Safety in Motion, MVSU Fall 2020 Health & Safety Plan**.

The status of library services is subject to change pending: University protocol, health, and safety guidelines. Not all services will be immediately operational at the onset of a new phase/transition. Status of all services will be posted in real-time on the library's website.

Phased Reopening:

1. **Phase One** - Reopen, but offer limited library services under social distancing protocols and health guidelines (**CURRENT STATUS OF OPERATION**)
2. **Phase Two** - Reopen but offer library services under social distancing protocols and health guidelines.
3. **Phase Three** - Reopen, offer library services under social distancing protocols and health guidelines.

We recognize there is no replacement for an in-person, full-service library experience. Over the years, the staff and I have been honored to serve the MVSU community and strive to strike a balance between library technology and library print resources. We cherish the relationships we have developed with each one of you and look forward to better times. Please know that we are thinking of all of you and that together, we will get through this.

We ask that you check our website (<http://www.mvsu.edu/library>) and social media platforms on Instagram and Twitter (@mvsulibrary) for updates. You may also use the following for library research assistance <https://libguides.mvsu.edu>, <http://www.mvsu.edu/library/online-resources>, or text 862-621-2454, email jhwhitelibrary@mvsu.edu

Stay well, stay hopeful and know that we are here for you.

Sincerely,
Mantra Henderson, MLIS

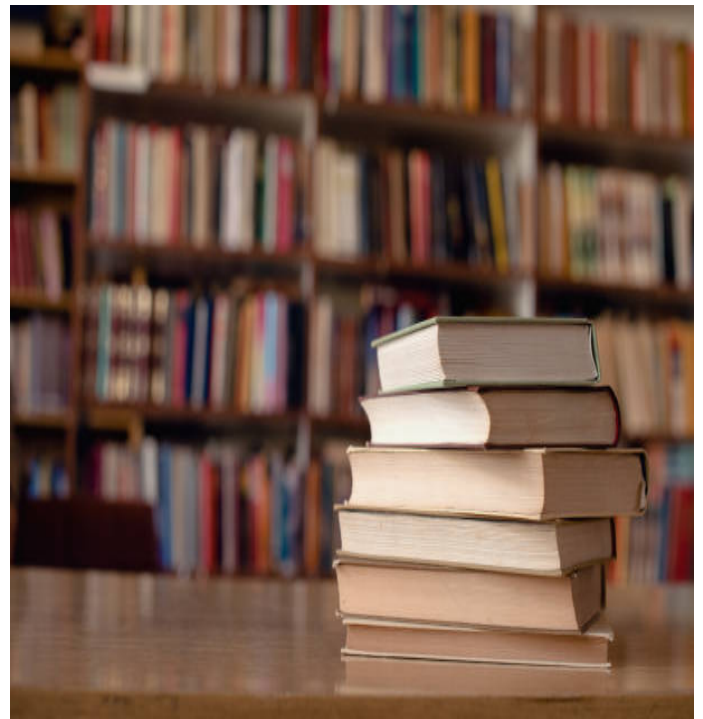
GUIDING PRINCIPLES FOR REOPENING MISSISSIPPI VALLEY STATE UNIVERSITY

As we work through these unprecedented times, the health and safety of Mississippi Valley State University (MVSU) students, employees, and the campus community remains our top priority. MVSU's plan for returning to our traditional campus operations during the Fall 2020 semester guided by the direction from the Mississippi Institution of Higher Learning's Safe Start Task Force and the MVSU COVID-19 Recovery Committee through adherence of guidelines from the Centers for Disease Control and Prevention (CDC), Mississippi State Department of Health (MSDH) and local health officials. The following principles will guide us as we resume traditional operations:

- Provide clear and consistent communication to all University stakeholders.
- Adherence to public health guidelines while enhancing cleaning efforts, educating stakeholders and encouraging everyone to practice prevention measures.
- Committing to keeping ourselves and others safe.
- Tracking and monitoring of efforts to reopen and to determine efficiency and effectiveness.
- Promote innovation of our "New Normal" with a positive impact on academic advising.
- Continuation of intentional and strategic planning through the COVID-19 committee and all stakeholders to guide the safe reopening of campus.
- Development of protocols concerning the reopening of MVSU and the adherence to institutional polices and external laws and regulations.

Mississippi Valley State University is driven by its commitment to excellence in teaching, learning, service, and research--a commitment resulting in a student-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. While the University mission, vision, and goals will remain at the forefront of all decisions, we are dedicated to providing stakeholders with plans for the following: (1) accessing the campus, (2) health and safety, (3) campus enhancements, (4) communication, (5) evaluation and (6) protocols to ensure efficiency and effectiveness of our return to campus.

PHASE ONE



BUILDING

✓ **Entrance/Exit**

- Limited to one entrance/exit point
- Temperature checks upon entry
- Masks are mandatory for access and library use
- Limited to 2 people at one time on the elevator

✓ **Hours of Operation**

- The library will operate Mondays-Thursdays 8am - 5pm and Fridays 8am - 4pm
- Additionally, librarian support and services (consultations, 24/7 chat, database use instructions, etc.) are available at <http://libanswers.mvsu.edu>, <http://www.mvsu.edu/library>, or <http://libguides.mvsu.edu>

✓ **Seating Capacity**

- Building will have a maximum occupancy capacity of 60 individuals at one time (20 per floor, 14 in computer lab, and 6 for 1st and 2nd floor lobby seating areas)
- Maximum capacity will be strictly enforced
- Library users are limited to a maximum of 2 hours in-library use
- Seating that is unavailable for use will be marked

✓ **Social Distancing**

- Only 1 student or library user per table
- Library users are encouraged to remain 6 feet apart, floors will be marked with taped guidelines

SERVICES

✓ **Archives**

- Archival services are available by appointment only. Please contact Dr. Wesley French at wesley.french@mvsu.edu, 662-254-3900, archives@mvsu.edu or jhwhitelibrary@mvsu.edu
- Make a request via email or telephone and Archives will email pdf copies of requested material(s)
- Access to Special Collections is not permitted

✓ **Circulation**

- Closed stacks with limited check-out
 - ✓ To check-out, students use the library's card catalog (Herbie <http://mvsu.ent.sirsi.net/client/default>) to place items they wish to check-out on hold
 - ✓ Library staff will pull those items from the stacks and have them available at the Circulation or Reference desk for pick-up
 - ✓ Students will be notified via phone or email and must present his/her MVSU ID to pick-up requested materials
 - ✓ For beginning Freshmen, Transfer Students and students who have never checked-out items from the library before, you must complete a registration form (https://mvsu.libwizard.com/f/registration_form) prior to requesting items for check out

For print textbook reserves, students will use the electronic textbook version of their course textbook where available
Limited seating capacity of 20 users at one time on the Circulation (1st) floor
Limited to 2-hour in-library use, time limit will be strictly enforced
Scanning, faxing, and photocopying are available

PHASE ONE, continued

SERVICES

✓ **Computer Commons**

- Limited seating capacity of 14 users at one time
- 2-hour in-library use time limit will be strictly enforced
- Practice social distancing, floor will be marked with tape
- Always wear mask while in the library
- Printing, although available, will be limited due to social distancing
- Students are responsible for cleaning computer stations before and after use

✓ **Interlibrary Loan**

- Electronic resources and scans from other libraries only
- No print materials (books) will be requested
- Library users may use this service to also request scans of journal, newspaper, or magazine articles from the James H. White Library as well

✓ **Library Instruction**

- For library instruction and/or library tours, contact Cassandra Ifie (cassandra.ifie@mvsu.edu or 254-3497)
- Library instruction via Zoom only
- Use library youtube instructional videos (<https://m.youtube.com/channel/UCiQZyAkkH6581EW958pWfkg>), and libguides (<https://libguides.mvsu.edu/c.php?g=1010835&p=7322989>) for library demonstration of database usage
- Schedule an appointment for library instruction via libwizard (<https://mvsu.libwizard.com/f/requestforlibraryinstructionform>)

✓ **LRC**

- Closed stacks with limited check-out
 - ✓ To check-out, students are to use the library's card catalog (Herbie <http://mvsu.ent.sirsi.net/client/default>) to place items that they wish to check out on hold
 - ✓ Library staff will pull those items from the stacks and have them available at the Circulation or Reference desk for pick-up
 - ✓ Student will be notified via phone or email and present his/her MVSU ID to pick-up requested materials
- Only 2 DVDs at one check-out period

✓ **Reference Services**

- Closed stacks with limited check-out
 - ✓ To check-out, students are to use the library's card catalog (Herbie <http://mvsu.ent.sirsi.net/client/default>) to place items that they wish to check out on hold
 - ✓ Library staff will pull those items from the stacks and have them available at the Circulation or Reference desk for pick-up
 - ✓ Student will be notified via phone or email and present his/her MVSU ID to pick-up requested materials

Students will use the electronic textbook version of their course textbook where available

Limited seating capacity of 20 users at one time on the 2nd floor

Limited to 2-hour in-library use, time limit will be strictly enforced

Librarian consultations are by appointment only, contact librarians via email (jhwhitelibrary@mvsu.edu), phone (662-254-3494), text (862-621-2454), or chat (<http://libanswers.mvsu.edu>)

✓ **Serials**

- Closed stacks with limited use
- Electronic resources and scans only
- Library users may use Interlibrary Loan (ILL) to also request scans of journal, newspaper, or magazine articles from the James H. White Library as well

✓ **White Boards**

- The Library will place white boards near each entrance for students to write requests on
- For beginning Freshmen, Transfer Students and students who have never checked-out items from the library before, you must complete a registration form (https://mvsu.libwizard.com/f/registration_form) prior to requesting items for check out.

✓ **Not Available**

- No in-house laptop check-out
- No study room check-out
- No water fountain use
- No vending (drink or snack)machine use

Phase Two

BUILDING

✓ **Entrance/Exit**

Limited to one entrance/exit point
Temperature checks upon entry
Masks are mandatory for access and library use
Limited to 2 people at one time on the elevator

✓ **Hours of Operation**

The library will operate Mondays-Thursdays 7:30am - 8pm and Fridays 7:30am - 4pm, Sundays 12pm - 8pm
Additionally, librarian support and services (consultations, 24/7 chat, database use instructions, etc.) are available at <http://libanswers.mvsu.edu>, <http://www.mvsu.edu/library>, or <http://libguides.mvsu.edu>

✓ **Seating Capacity**

Building will have a maximum occupancy capacity of 60 individuals at one time (20 per floor, 14 in computer lab, and 6 for 1st and 2nd floor lobby seating areas)
Maximum capacity will be strictly enforced
Library users are limited to a maximum of 2 hours in-library use
Seating that is unavailable for use will be marked

✓ **Social Distancing**

Only 1 student or library user per table
Library users are encouraged to remain 6 feet apart, floors will be marked with taped guidelines

SERVICES

✓ **Archives**

Archival services are available by appointment only. Please contact Dr. Wesley French at wesley.french@mvsu.edu, 662-254-3900, archives@mvsu.edu or jhwhitelibrary@mvsu.edu
Make a request via email or telephone and Archives will email pdf copies of requested material(s)
Access to Special Collections is not permitted

✓ **Circulation**

Open stacks with unlimited check-out
For beginning Freshmen, Transfer Students and students who have never checked-out items from the library before, you must complete a registration form (https://mvsu.libwizard.com/f/registration_form) prior to requesting items for check out
New User Library Registration Form will be checked hourly during library hours of operation
For print textbook reserves, students will use the electronic textbook version of their course textbook where available
Limited seating capacity of 20 users at one time on the Circulation (1st) floor
Limited to 2-hour in-library use, time limit will be strictly enforced
Study room check-out available via electronic request only
Laptop check-out available via electronic request only
Scanning, faxing, and photocopying are available



PHASE TWO, continued

SERVICES

- ✓ **Computer Commons**
 - Limited seating capacity of 14 users at one time
 - 2-hour in-library use time limit will be strictly enforced
 - Practice social distancing, floor will be marked with tape
 - Always wear mask while in the library
 - Printing, although available, will be limited due to social distancing
 - Students are responsible for cleaning computer stations before and after use

- ✓ **Interlibrary Loan**
 - Electronic resources and scans from other libraries only
 - No print materials (books) will be requested
 - Library users may use this service to also request scans of journal, newspaper, or magazine articles from the James H. White Library as well

- ✓ **Library Instruction**
 - For library instruction and/or library tours, contact Cassandra Ifie (cassandra.ifie@mvsu.edu or 254-3497)
 - Library instruction via Zoom only
 - Use library youtube instructional videos (<https://m.youtube.com/channel/UCiQZyAkkH6581EW958pWfkg>), and libguides (<https://libguides.mvsu.edu/c.php?g=1010835&p=7322989>) for library demonstration of database usage
 - Schedule an appointment for library instruction via libwizard (<https://mvsu.libwizard.com/f/requestforlibraryinstructionform>)

- ✓ **LRC**
 - Open stacks with unlimited check-out
 - To check-out, students are to use the library's card catalog (Herbie <http://mvsu.ent.sirsi.net/client/default>) to place items that they wish to check out on hold
 - Library staff will pull those items from the stacks and have them available at the Circulation or Reference desk for pick-up
 - Student will be notified via phone or email and present his/her MVSU ID to pick-up requested materials Only 2 DVDs at one check-out period

- ✓ **Reference Services**
 - Open stacks with unlimited check-out
 - Study room check-out available via electronic request only
 - One student per table
 - Laptop check-out available via electronic request only
 - Students will use the electronic textbook version of their course textbook where available
 - Limited seating capacity of 20 users at one time on the 2nd floor
 - Limited to 2-hour in-library use, time limit will be strictly enforced
 - Librarian consultations are by appointment only, contact librarians via email (jhwhitelibrary@mvsu.edu), phone (662-254-3494), text (862-621-2454), or chat (<http://libanswers.mvsu.edu>)

- ✓ **Serials**
 - Open stacks, but scan of articles only
 - Library users may use Interlibrary Loan (ILL) to also request scans of journal, newspaper, or magazine articles from the James H. White Library as well

- ✓ **White Boards**
 - The Library will place white boards near each entrance for students to write requests on
 - For beginning Freshmen, Transfer Students and students who have never checked-out items from the library before, you must complete a registration form (https://mvsu.libwizard.com/f/registration_form) prior to requesting items for check out.

- ✓ **Not Available**
 - No water fountain use
 - No vending (drink or snack)machine use

Phase Three

- Full library operations restored
- Library completely open to faculty, staff, students and community patrons with business (pre-COVID) as usual contingent upon directives from the Office of the President and/or the Office of Academic Affairs
- Library resumes normal 82 hours/7 days a week operational hours



COMMUNICATIONS

MVSU is committed to ensuring the health and safety of its stakeholders. To accomplish this goal, new campus behaviors and expectations will be conveyed with transparency and participatory communication during all phases of reopening. We want faculty, staff, students and alumni to stay in-the-know. It is imperative, as well as expected, that all stakeholders employ the following strategies in all phases of reopening the campus.

- Read all email notifications and reminders sent by the MVSU Office of Communications & Marketing.
- Visit the MVSU's COVID-19 website frequently to stay updated on changes that may impact students, faculty, staff and visitors to ensure compliance with the latest guidelines and protocols
- Participate in University surveys to provide your feedback on our progress in reopening the campus
- Report health concerns to the appropriate MVSU offices.
- Official communication about COVID-10 and other University business will be updated on the University's webpage and e-mail. Students and employees should ensure they can access their e-mail and regularly check the website for updates. Contact the Office of Information Technology with e-mail access issues at helpdesk@mvsu.edu.

STAY CONNECTED

Visit MVSU's COVID-19 webpage for the latest coronavirus related information
Also, follow MVSU's official social media channels to stay connected!



@MVSUDEVILS



@mvsu1950



@mississippivalleystate



IMPORTANT CAMPUS NUMBERS

| | | | |
|---|----------------|--|-----------|
| Academic Affairs | 3800 | Human Resources | 3531 |
| Admissions and Recruitment | 3342 | Information Technology | 3744 |
| Alumni Relations | 3575 | Institutional Research & Effectiveness | 3437 |
| Athletic Administration | 3550 | International Programs | 3092 |
| Band Hall | 3435 | Laundry | 3626 |
| Bioinformatics | 3036 | Library | 3494 |
| Bookstore | 3532 | Mass Communication Department | 3593 |
| Boys & Girls Club | 0101 | Mass Transit | 3348 |
| Business Administration Department | 8374 | MCIS | 3422 |
| Business & Finance | 3300 | Military Science | 3597 |
| Campus Violence Prevention | 3107 | Natural Science & Environmental Health Department | 3377 |
| Career Services Center | 3441 | Operator | 254-9041 |
| Childhood Development Center | 3375 | Payroll - Bi-weekly | 3763 |
| Communications & Marketing | 3578 | Payroll - Monthly | 3307 |
| Community Service/Service Learning | 3921/3922 | Post Office | 3537 |
| Counseling | 3331 | President's Office | 3425 |
| Continuing Education | 3625 | Print Shop | 3750 |
| Criminal Justice | 3364 | Property Accountability | 3587 |
| Delta Devils Gazette Student Newspaper | 3460 | Purchasing | 3319 |
| Development Office | 3790 | Residential Life | 3590 |
| Disability Services | 3443 | Social Science Department | 3352 |
| Distance Education | 3114/3624 | Social Work Department | 3365 |
| Education Department | 3918 | Sponsored Programs/Title III | 3882 |
| Engineering Technology Department | 3410 | Student Affairs | 3636 |
| English & Foreign Languages Department | 3451 | Student Government Association | 3528 |
| Facilities Management | 3583 | Student Health Center | 3331 |
| Financial Aid | 3335 | Student Records | 3326 |
| Fine Arts Department | 3482 | Student Support Services | 3838 |
| Fiscal Affairs | 3300 | University College | 8376 |
| Food Service (Thompson Hospitality) | 3542 | University Police | 3478/3479 |
| Graduate Studies | 3439 | Upward Bound | 3633 |
| Greenville Center | (662) 332-8389 | Writing Center | 3456 |
| High School Equivalency Program | 3468, 3469 | WVSD-FM Radio Station | 3612 |
| Health, Physical Education & Recreation (HPER) | 3553 | | |

*All extension begin with (662) 254-XXXX unless otherwise noted

SING THE MVSU FIGHT SONG TO HELP YOU WASH FOR AT LEAST TWENTY SECONDS



Rinse water
FEE FIE



Use soap
FO FUM



Wash your palms
WE'RE LOOKING DOWN



Scrub each finger
THE BARREL



Finger interlaced
OF THE DEVIL'S GUN



Base of thumbs
NOWHERE



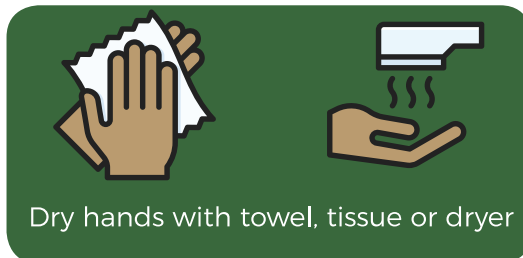
Scrub nails
TO



Wash your wrist
RUN



Rinse off soap
with water
WE'VE GOTTA



Dry hands with towel, tissue or dryer
MAKE THE STAND AGAINST DEVIL'S GUN



Hands are clean

CORONAVIRUS

HOW TO PROTECT YOURSELF

KNOW HOW IT SPREADS



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

- The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.

- * Between people who are in close contact with one another (within about 6 feet).

- * Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

TAKE STEPS TO PROTECT YOURSELF



CLEAN YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.



AVOID CLOSE CONTACT

- Avoid close contact with people who are sick

- Put distance between yourself and other people by practicing social distancing. Wear a face mask or covering in public. This is especially important for people who are at higher risk of getting very sick.

TAKE STEPS TO PROTECT YOURSELF

STAY HOME IF YOU'RE SICK

- Stay home if you are sick, except to get medical care. Learn what to do if you are sick.

COVER COUGHS AND SNEEZES

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Throw used tissues in the trash.

- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



MISSISSIPPI VALLEY STATE
UNIVERSITY

