

Hybrid Teaching Model

1. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). All staff working from home. No public access to buildings. **Lock down situation**
2. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). Most staff working from home. 1 member of staff coming on site on Wednesday mornings to retrieve books from shelves for the Request and Collect service and take these to the Security Lodge which will be the pick up point. No public access to buildings. **From 3rd August**
3. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). On-site training for staff who will be involved in on campus activities when libraries reopen. Undertake work to quarantine (72 hours) books that have been returned and receipt/pass invoices for payment for new print books to get the building ready to re-open to users. Request and Collect collection point moves to Library vestibule (SWL). Some staff working from home for some or all of the time. No access to buildings for users. **Set up period 1st -11th September (SWL) 1st September – 2nd October (CC library TBC)**
4. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). Request & collect service points move to Group rooms 3 and 4 (SWL), space TBC in library chosen to reopen at CC for print materials and no browsing of material on shelves. Staff will retrieve books for students who are working in the library. Any books they don't borrow will need to be quarantined. Scanning or postal services (UK only) for vulnerable students/international students either in quarantine or studying at their home countries. Study Spaces/PCs available through a booking system with fixed time slots which will provide more detailed data for track & trace. University protocol re cleaning of keyboards and mice for student PCs to be applied. Some staff work from home for some or all of the time. Library opening hours limited, and number of libraries open limited. **From 14th September (SWL) 5th October (CC 1 library TBC)**

5. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). Request & collect service points Group rooms 3 and 4 (SWL), space TBC in library chosen to reopen at CC for print materials and no browsing of material on shelves. Staff will retrieve books for students who are working in the library. . Any books they don't borrow will need to be quarantined. Scanning or postal services (UK only) for vulnerable students/international students either in quarantine or studying at their home countries. Study Spaces/PCs available through a booking system with fixed time slots which will provide more detailed data for track & trace. University protocol re cleaning of keyboards and mice for student PCs to be applied. Some staff work from home for some or all of the time. Library opening hours limited, and number of libraries open limited. **Opening hours to be reviewed weekly with PVC (Student Life & Learning) with view to extending through some staff working different shifts staff capacity permitting.**
5. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either face to face, online live or recorded). Reintroduce browsing of material on shelves and use of self service machines to loan print materials. Scanning or postal services (UK only) for vulnerable students/international students either in quarantine or studying at their home countries. All staff working within libraries. Access to buildings with control measures in place but slightly relaxed (e.g. no limit on time users can spend in library). All libraries open for standard hours. ***Use of student workers will be required to extend opening hours and return to standard opening hours and to be able to open all 3 libraries***
6. Access to Special Collections for visitors must be pre-booked with Special Collections Librarian. Reinstate access for external users e.g. Sconul Access, Visitors, Alumni etc.
7. New services and offers developed in addition to the existing library offer - service transformation.

Mentor Service:

Academic Writing and Study Skills:

1. Produce recordings for promotional and workshop activities available on Study Skills Moodle and to tutors to use in sessions/add to their Moodles
2. Use GoogleChat to offer 1-2-1 support (could potentially also be face to face if a large space provided to allow for social distancing e.g. group room)
3. Online drop in slots bookable by tutors &/or themed programme linked to workshop recordings

Academic Writing only: provide email written feedback on a piece of work

Mentors working online from home, limited on campus if face to face service offered

Online Teaching Model (if this needs to be introduced e.g. local lockdown)

1. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). No access to print materials. Only order new material in electronic format. Staff working from home all of the time. NB some staff unable to undertake some/all of their role at home e.g. shelving, staff without internet, assistant roles
2. Digital and remote services (including askalibrarian email, 1-2-1 online session with Subject Librarian, teaching sessions provided either online live or recorded). Scanning or postal services (UK only) for all users and for tutors to add to Moodle. Only order new material in electronic format. Most staff working from home all of the time. Only staff providing scanning/postal services on site and only for the time required to undertake these tasks. **When limited access to campus is possible**
3. Revert to hybrid model when safe to do so offering Request and Collect service and study spaces)

Mentor Service:

Academic Writing and Study Skills:

1. Produce recordings for promotional and workshop activities available on Study Skills Moodle and to tutors to use in sessions/add to their Moodles
2. Use GoogleChat to offer 1-2-1 support
3. Online drop in slots bookable by tutors &/or themed programme linked to workshop recordings

Academic Writing only: provide email written feedback on a piece of work

All mentors working online from home. ***Need to ensure they have the equipment needed for making recordings***