

Policy Identifier: Library Borrowing Policy – COVID-19 Amendment

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| Policy Title: | Library Borrowing Policy – COVID-19 Amendment |
| Description: | This document is a supplement to the Library Access and Borrowing Policy and aims to outline the new borrowing policy in place in MIE Library, for the duration of the COVID-19 pandemic. |
| Author (Position): | Head of Library Services |
| Version: | 1 |
| Approved By: | Registrar and Vice President of Academic Affairs |
| Policy Approval Date: | August 2020 |
| Date of Next Policy Review: | August 2023 |

Library Borrowing Policy – COVID-19 Amendment

1. Context

Many daily tasks at Marino Institute of Education (MIE) have been amended and adopted to fit with new health measures as directed by Government since the COVID-19 pandemic. Due The Health Service Executive have introduced health and safety measures on [How to protect yourself and others guidelines](#) and these guidelines must be followed by everyone including MIE staff and students when accessing the [MIE Library](#) and borrowing library books.

2. Purpose

The purpose of this COVID-19 amendment statement to the [Library Access and Borrowing Policy](#) is to outline to students the new borrowing service “Click and Collect”, offered by the [MIE Library](#) in relation to borrowing library books during the COVID-19 pandemic.

3. Policy

The new [MIE Library](#) “Click and Collect” service will allow users to request items from the main lending collections for loan. Requested items will be retrieved, issued to the library user, and made available for collection within two working days of receipt of request.

Requests must be placed via the Library website using [MIESearch](#) - there is a “Click & Collect” button in each record.

- i. It will usually take between one to two days for Library staff to process and issue items that have been requested from the shelves.
- ii. We would ask that no more than six requests be placed at any one time.
- iii. Library staff will then transport the requested books to the Education Office in St. Mary's building for collection within one week. The opening hours of the Education Office are currently 9am-5pm Monday-Friday. Normal [borrowing limits](#) apply¹ (if you hit your limit, you will need to return some books before others can be borrowed).
- iv. Requestors will be notified by email that their books are available for collection and will have one week to collect their requests from the date of email notification.
- v. A valid student ID card must be presented to collect your requested book(s).
- vi. Failure to collect books may affect your ability to place future requests.

¹ See [Library Access and Borrowing Policy](#)

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- vii. After usage, books must be returned to the Library Book Returns box at MIE reception.

4. Responsibility

This document will be in effect for as long as necessary during the COVID-19 pandemic and will be updated as necessary by the Head of Library Services at MIE.

5. Related Documents

- 5.1. [Library Access and Borrowing Policy](#)
- 5.2. Code of Conduct for Students with Regard to COVID-19