

OCALD Membership Meeting Minutes

June 18, 2020

1:00 p.m. to 3:00 p.m.

Zoom Meeting

Introductions – Melissa Huffman, Chair

Members: Melissa Huffman, Rose State; Lynn Wallace, OSU – Tulsa; Ona Britton-Spears, Connors State; Victoria Swinney, Oklahoma City University; Nancy Draper, Randall University; Michael Jones, Northeastern Oklahoma State; Karen Haught, College of the Muscogee Nation; Sheila Johnson, OSU; Barbara Pickthorn, Cameron; Jane Malcolm, Oral Roberts University; Ann Raia, Oklahoma City Community College; Dana Belcher, East Central; Karen Rupp-Serrano, OU; Jason Dupree, Southwestern Oklahoma State; Stewart Brower, OU – Tulsa; Suzanne Rooker, Western Oklahoma State College; Tony Hardman, Oklahoma Panhandle University; Jon Goodell, OSU – Center for Health Sciences; Habib Tabatabai, UCO; Jenny Duncan, OSU – IT; Joy Summers-Ables, OUHSC; Sandy Shapoval, Phillips Theological Seminary; Paula Settoon, Tulsa Community College; Adrian Alexander, University of Tulsa; Julie Rankin, Oklahoma Baptist University; Megan Donald, Mabee Legal Information Center, University of Tulsa; Sarah Robbins, OU; Elaine Regier, OSU – OKC

Advisors: Dr. Debbie Blanke, OSRHE; Melody Kellogg, Oklahoma Department of Libraries

OSRHE Report – Dr. Debbie Blanke

Academic Search Premier is funded another year. This is the fifth and final year on the contract. Work on a new contract for databases needs to begin by September. We need to coordinate with the Oklahoma Department of Libraries so we do not duplicate what they provide. Be thinking about what might be more comprehensive as well as more affordable.

Approval of minutes

Victoria Swinney moved to approve the minutes of the March meeting. Tony Hardman made the second; the minutes were approved.

OCALD Executive Committee Report

Melissa Huffman reported that the Executive Committee met on June 17 and is interested in the situation in colleges across the state. She shared a list of questions in the agenda. These questions are included with the institutional reports.

Committee Reports and Discussions

- By-Laws: Joy Summers-Ables – nothing pending
- Cooperative Library Services and Standards: no report
- OK-Share: Stewart Brower – no report. Stewart later shared a link in chat to a report for 2018-2019.
 - <https://docs.google.com/spreadsheets/d/1ZYX5IBy87Ra4ISRuDYKbfdk0EOkpLmdivunhgRjH2lO/edit#gid=274634251>
- Web page – Elaine Regier reported that the January minutes are posted, and the March minutes will be submitted for posting after today's meeting. Melissa reminded the group to send any updates to Elaine.
- Archives: Lynn Wallace and Jenny Duncan reported that the committee met and contacted David Peters, OSU – Stillwater, about help with editing the current guidelines and creating the MoA.

- Shared Facilities – This committee has been eliminated.
- Cooperative Collection Development & Resource Sharing – Victoria Swinney reported that this committee will be active this fall for the upcoming contract for Academic Search Premier or a similar product. The committee has not met at this time.

ODL Report – Melody Kellogg

Melody encouraged everyone to sign up for the listserv handled by Bill Young. The listserv provides updates from ODL.

They have been preparing budgets. They are happy with only a 4% budget cut. They did receive some CARES Act funding and are working on some digital inclusion and PPE grants.

Literacy announced that this is their 24th year to do grants with library based and community literacy programs.

Libraries are opening to help voters with absentee voting.

If contract years match, ODL and OSRHE need to work together on purchases to avoid overlapping. Dana Belcher mentioned that EBSCO would be happy to align products. Debbie and Melody need to be included on the committee for reviewing products.

New Business

There is no new business.

Announcements/Institutional Updates

Melissa asked for a report on plans for opening libraries and campuses for the fall semester with the following questions. A number of people reported during the meeting, while others submitted reports by email.

- Are your libraries open now, fully or in part or not at all?
 - If they are open, what is your daily traffic?
- When do you plan for your staff to return?
- Will your classes be face to face for the Fall?
- Is your enrollment up or down (% if you know it)?
- How active are your remote Chat/help services?
- Is your campus currently supplying wipes, sanitizer, masks?
- Is your campus providing any other health related security? (distancing, plastic shields, etc.)
- Do they plan to offer them in the fall?

Lynn Wallace, OSU-Tulsa

- Not open to the public; two staff each day. Plan to open to students August 1.
- About two or three appointments for pick up and drop off each week.
- Working from home; two staff layoffs
- Shorter hours for fall
- Don't know about enrollment numbers.
- Chat and remote services are very slow.
- Campus supplies wipes, sanitizer, and masks

- Working staff teams created documentation for handling mail, interlibrary loan, returning items, and handling reference services when students return.
- Returned items in quarantine 24-72 hours

Ona Britton-Spears, Connors State

- They opened on June 1 with no restrictions aside from encouraging social distancing after the Governor's orders. They shifted chairs and closed computers. They limit to three patrons in each room, plus staff, due to the very small size of the facility.
- They see one-two patrons and get one or two phone calls each day.
- They never closed completely. For six weeks, they were open by appointment only with one staff person at each location. Now all campus staff are in the office, including library staff.
- There is a strong desire for face-to-face classes in the fall, but they must be social distanced. Instructors have flexibility based on their personal situation and preferences; most are choosing the option to have smaller numbers of students on campus on alternate days. All are prepared to go fully online if there is another lockdown. They can also meet partially or fully via synchronous Zoom.
- Fall enrollment is down by about 12%, primarily due to prison enrollment, which is still uncertain. Some students are also waiting to see what happens with how classes will be delivered before enrolling.
- Chat/help services are rarely used in the best of times and hardly at all now.
- Ona thinks there is a vague plan to provide wipes, sanitizer, and masks, but these supplies are scarce and expensive. She is not sure how it will be in the fall.
- They have had hand sanitizers installed throughout campus.
- She has heard that masks will somehow be provided for students, but she doesn't know about staff.

Victoria Swinney, OCU

- They plan to begin accepting appointments July 1.
- Some staff returned June 15; more scheduled to return June 29; 1/3 of staff furloughed through July 31. Hope to get them back, but the budget might not allow it. If not, library hours will be curtailed in the fall.
- Fall classes will be face-to-face with a shortened semester, some online content, and attendance flexibility
- New freshman numbers are down by about 6% compared to last year at this time. It is hard to tell much about overall enrollment because of timing differences.
- The campus plans to provide hand sanitizer spray, disinfectant spray with paper towels, one reusable mask per faculty, staff, student, and some disposable masks.
- Social distancing is required, and masks are required. Staff must complete a self-evaluation questionnaire before returning to campus. Each person is directed to check temperature daily and watch for symptoms. If anyone is showing symptoms or has a temperature over 100.4, they are not to come to campus.
- Masks will be required in most situations. They are currently working on support for social distancing (moving furniture, changing traffic patterns, setting up Plexiglas shields, posting maximum capacity in rooms).

Nancy Draper, Randall University

- The library is open 9-5 Monday-Thursday for June and July. Traffic in the summer is very limited.
- Nancy is the only library staff and has not missed a day since spring break.

- As far as she knows, fall classes will be face-to-face, hybrid, and the usual online.
- Enrollment appears to be holding its own compared to the same time last year.
- They do not have chat/help services.
- They have wipes, sanitizers, and strategically placed wall sanitizer stations. Nancy has not seen that masks are provided.
- They are social distancing, and masks are recommended.
- She has not been notified about what will be provided.

Michael Jones, Northeastern OK State

- They are open to patrons but have restricted patron activity to the first floor. Community members are limited to one hour per visit.
- Staff has returned in full, other than a couple who are still working remotely.
- So far, plans are to open for face-to-face classes in the fall, but there is a large task force working on course delivery plans.
- Enrollment for the fall semester is down overall but trending up this week.
- Chat service was quite active through the end of the spring semester but virtually inactive now.
- The University is providing masks, wipes, and sanitizer and will provide students, faculty, and staff with branded masks in the fall.

Karen Haught, College of the Muscogee Nation

- They are open by appointment only and see one or two students a day.
- All faculty and staff have returned to work. Karen is the only person on library staff.
- As far as Karen knows, the college has not made the decision about face-to-face classes for the fall semester.
- Summer enrollment was up; fall enrollment is average.
- They are implementing a chat service
- The college is providing wipes, sanitizer, and masks. These will continue to be provided in the fall.
- They have Plexiglas barriers. Everyone on campus must wear masks and maintain six feet of distance. Temperatures are taken for everyone coming onto campus. Only specific doors are open with check-in stations at those locations.

Sheila Johnson, OSU-Stillwater

- Not open to public
- July 7, library staff begin staggered shifts
- Some continue telework into fall.
- Campus did complete check of air handling and installed higher grade air filters.
- One-way traffic on stairs
- Masks required
- Control number of people in building since they get a lot of walk-through traffic. Not sure how they will control this yet.
- Moving tables and bringing back individual carrels
- Campus providing masks – 8 disposable for employees; 2 reusable for employees; 2 for students
- Reduced hours of operation – closing at midnight most nights with reduced Saturday and Sunday hours
- Classrooms cleaned every night with extra cleaning during midnight to 7:00 a.m. shift
- Chat was active until summer.

- Will have as many face to face classes as possible. Large classes moved to auditoriums and other non-traditional classrooms. Classrooms can hold about 1/3 capacity.
- Students notified about class changes.
- No mask; cannot enter
- Shields provided
- Instruction to be recorded
- Dorm rooms set aside for quarantine
- All essential class time completed before Thanksgiving; not required to return after Thanksgiving. Dorms and dining services to remain open. Students not required to attend classes after Thanksgiving.
- All finals are virtual.

Melody Kellogg, ODL

- Mostly teleworking; about 1/3 staff each day
- Wear masks in public areas
- Providing sanitation supplies and have masks for visitors if they want them.
- By appointment; no browsing
- Archives and Records Management have continued business as usual.
- Some chat; some email contact
- Waiting for sneeze guards
- Only one person on elevator and one in most restrooms
- Public libraries in various stages of opening and doing virtual programming.

Barbara Pickthorn, Cameron

- Open since June 1 for students and faculty only, regular hours
- Digital media lab closed because of complications of disinfecting cameras, etc.
- Computer lab, circulation desk, study desks in open area on 1st floor open
- 2nd floor closed stacks – books can be requested; staff retrieves them
- Returned materials held 72 hours
- Regular sanitation done in computer lab and circulation desk areas
- Have about 95 walk-ins each day
- All staff honoring social distancing and masks; circulation desk and computer help desk have sneeze guards.
- All classes online except labs, chemical and anatomy
- Don't know about enrollment level
- Chat fairly active at end of spring semester; minimal for summer
- Campus not supplying wipes, sanitizer, masks but still doing regular sanitizing in circulation and computer lab areas
- Plastic shields provided; social distancing expected
- Don't know if masks will be provided in the fall

Elaine Regier, OSU-OKC

- Not open but staff scheduled to return on July 7
- Had some work days in the library and removed a lot of things like decorations that had not been used in years
- Anticipate face to face classes in the fall. Not sure about the enrollment at this time.

- Provided several Zoom meetings as well as phone support. Laptop from IT has library phones on it and can take phone calls from home.
- Sneeze guards at circulation desk
- Set up computer help station using computers that are back to back. Both monitors tied to a single computer so they show the same thing.
- Plan to remain closed to the public to better meet the needs of students. Referred a number of public patrons to the Metropolitan Library System.
- Currently set to open to students and employees on July 20.

Jane Malcolm, for Mark Roberts, Oral Roberts University

- Providing virtual service but plan to open to patrons beginning July 13
- Staff worked remotely beginning March 19. Required to return on June 1 (except those exempted due to underlying health conditions). Everyone takes a weekly half day of furlough, which is tied to a 10% pay cut until August 1.
- All courses to be blended (Zoom plus face to face). Will skip fall break and finish the semester by Thanksgiving.
- Summer enrollment as good or better than usual due to a steep discount and offering blended format. Fall enrollment not usually announced before August as data is unreliable this much in advance. Early indicators seem to be encouraging.
- Remote chat/help services average about 20 per week, about half of overall virtual contacts (email, phone, Zoom)
- Housekeeping department provides spray cleaner and paper towels. Sanitizers are at the entrance to every building. Library will have hand sanitizer at all service desks.
- Health & Safety Task Force provided procedures for entire campus.
- Everyone entering campus completes a questionnaire to be shown at the security checkpoint where temperatures are taken.
- One ORU-branded mask provided to all staff and faculty.
- Masks recommended but not required.
- Expecting Plexiglas shields for service desks
- Signage to be designed for use campus wide; guidelines communicated to all departments.
- Waiting for guidelines for labs and classrooms – Task Force still working on it.

Ann Raia, OCCC

- Open regular summer hours: Mon-Thurs 7:30 a.m. to 9:00 p.m.; Fri 7:30 to 5; Sat 9-3. Open to students and employees only. Average about 20 students per day to use computers and study.
- All staff have returned.
- Plan to resume face to face classes for fall but offering more than usual online and hybrid.
- Summer enrollment, up 8%; fall, down 31%
- Chat/help services not as active as during the spring. Average a handful of chats per day and a few emails. Have had a handful of in-person reference consultations since reopening.
- Alcohol, gloves, masks and face shields are available, but no wipes. Masks are available for patrons, too.
- Plexiglas barriers and safe distancing decals are on the floors. Masks and social distancing are required. Temperatures are taken. Specific doors are open with the check-in stations.
- It is likely that many of these measures will remain in place for the fall semester.

Dana Belcher, ECU

- Returned to work on June 1 with doors locked; opened to public June 15 with no extended hours – Monday-Thursday 7:30 a.m. – 5:00 p.m. All services available but not face to face. Study rooms closed.
- Traffic is light but steady. All summer courses online. Public library opens June 22.
- All staff required to return on June 1. Two on library staff opted to continue teleworking because of underlying health conditions.
- All courses will be blended for the fall, but many are planning to be totally online.
- Final summer enrollment was up 1%. Fall enrollment is down overall as compared to June 2019: FTE 8.7% (-0.3 graduate; -9.6 undergraduate – mainly new beginning freshmen).
- Since June 1, had one chat session and 28 reference questions. During closure, 94 reference questions. Chat was not offered.
- Sanitizer stations are available throughout the building; wipes and masks ordered by university. The library supplied their own for personal use and has one box of disposables for the public. Maintenance provided buckets with gloves, spray, and paper towels. Library received five buckets. They are expected to help with the cleaning. Clean all frequently touched surfaces at least twice per day. Facilities Management provides cleaning kits to be restocked by custodial staff.
- Requested Plexiglas for several public areas, but difficult to get. Have one 8x6 sheet at circulation, with second one to be installed soon. If more Plexiglas becomes available, they plan to cover another public area. Library staff social distanced the furniture.
- Signage has been ordered for campus, and wipes, sanitizer, and masks will be offered.
- Dana is on the campus opening safely committee. Still developing protocols and procedures. Masks highly recommended, but not required.
- Group study rooms closed; extra chairs stored there. Couches turned to wall; other furniture moved for social distancing.
- Research consultations to be online only through summer and in fall, as necessary. Online instruction sessions only through summer; pushing class-specific tutorials and recordings.
- Housing has more applications than they can accept.
- May 21 a safe and 20 tablets were stolen. Items replaced and security measures in place.

Karen Rupp-Serrano, OU

- Provost returned to full time teaching. Vice Provost now serving in that role.
- Search for library dean continues. New interim dean is Darin Fox, former dean of the OU Law Library and the Associate Dean in the College of Law.
- Closed to the public
- ILL/document delivery and circulation staff in the library one day each week.
- Minimum 24-hour quarantine on returns. Emerging tech librarians are working on developing a UV light box to rapidly sanitize returns. Hope to have it running for the fall semester.
- Using non-traditional classroom spaces, including library rooms

Jason Dupree, Southwestern OK State – had no microphone; will send report later

Stewart Brower, OU-Tulsa

- Not open; tentative opening date of August 1 with limited hours and access
- Staff working from home; some accessing the building to support some services
- Classes are face to face, hybrid, and online

- Fall enrollment up slightly
- Use of virtual services has dropped a bit for summer, but faculty/research consultations are strong. Contactless curbside service is being used.
- Campus provides most of the cleaning/protective supplies
- Getting sneeze guards for the desk and manufacturing some smaller portable shields for student use in the library. Don't know how popular the portable shields will be. Looking into StepNPull for the restroom doors.
- All accommodations should continue through the fall

Suzanne Rooker, Western OK State College

- The Learning Resources Center (LRC) is closed to everyone except students checking out laptops or MiFi devices. Staff are working staggered shifts Monday/Wednesday or Tuesday/Thursday. They are closed Friday-Sunday. July 6 all employees will return to working Monday-Thursday. Students will also be able to come to campus beginning July 6.
- Library staff staggered among three different locations: computer lab because students can use it; front check point for temperature screening; some in the library for appointments only.
- The plan is to resume face to face in the fall but offer more than usual online and virtual classes.
- Summer and fall enrollment is about even from last year.
- They get very little Chat activity in general. This has not changed since the spring. There has been a decrease in telephone calls.
- Campus supplies wipes and alcohol to staff and patrons. Masks will be ordered for staff, but it has not been determined if these will be provided for patrons.
- Staff are not required to wear masks.
- Patrons are required to wear masks, have their temperature taken, and make an appointment. Temperature checks and appointments will no longer required beginning July 6.
- Plexiglas barriers are set up at the front desk of the college but nowhere else.

Tony Hardman, Panhandle State University

- The library is not open to the public, and only two staff members are working on campus, while the others are remote.
- Staff are scheduled to return on June 22, while reopening to the public is July 6.
- Traffic is normally lite, but as all summer classes are online, and no students are on campus, traffic is expected to be lighter than usual. Some students opted to continue living in the dorms; most of these are athletes.
- For the fall semester, classes are expected to be hybrid with half attending in person and half via Zoom. Class sizes will be limited. Will either start the semester two weeks early, or plan to finish virtually after Thanksgiving.
- Summer enrollment is 10% down compared to last summer.
- Chat/help services are available, but few people have utilized it.
- Face masks are not required but strongly recommended. They are working on face shields rather than masks for faculty and staff to improve communication.
- Supplies such as wipes, sanitizer, and masks have been ordered but have not arrived. Each area is ordering separately but will be paid through a special COVID fund.
- Other health related security includes COVID-19 testing and a nurse to assist anyone with symptoms. Plexiglas and distancing signage have been ordered. More than half the computers will be disabled and/or removed. Study table usage is restricted to one person per table.

- Required to complete health screening questionnaire to work on campus.
- Everything has been ordered and set for fall implementation.
- The University created a COVID-19 Task Force, and the Library Director is included.

Jon Goodell, OSU-Center for Health Sciences

- The library is open to campus employees from 8-5 Monday-Friday.
- Masks are strongly recommended.
- The campus is providing sanitizers and cleaning wipes. Masks are available by request for all campus employees, but library staff got their own.
- Library staff are primarily telecommuting but are working on campus a few days a week.
- The library will open to students on July 7. Library staff will be on campus full time then.
- Enrollment is growing by 55 medical students because of the new campus in Tahlequah. This is in addition to the 115 students that are in each medical student class.
- They recently hired a new Medical Librarian to staff the Tahlequah library.
- Searches and full-text requests are up threefold.
- Campus Facilities Management added sneeze guards for the front desk.
- Orientations and classes will be online via Panopto recordings as much as possible.
- They added the virtual anatomy software Complete Anatomy (Elsevier) to help the medical school anatomy courses.
- The library will be checking out 180 Oculus Rift goggles to students.
- The employee health person advised limiting the six-person study rooms to three people and the 16-person room to six.

Habib Tabatabai, UCO

- Things changing fast
- 30% fewer students in each class, depending on the size of the room
- Capacity down
- Face to face with online cohort; recording of classes
- Students can park on campus to use wi-fi.
- Partially open for staff. 60% work from home; 40% work in the library.
- Cancel fall break and finish all classes before Thanksgiving. Finals online.
- Remote chat increased
- Masks required. If no mask in class, move to online. If enter library without a mask, can ask them to leave or wear a mask. Masks provided.

Jenny Duncan, OSU-IT

- Full 15-week trimesters. Started summer trimester face to face on June 15; going through December 23.
- Open June 15
- Masks required in classrooms; strongly encouraged in common areas. Faculty and staff are required to wear masks.
- COVID testing previous three days
- UV lights purchased from Southern Labs and trying to get some from Phone Soap.
- Stacks closed
- Study rooms locked; sanitize before and after use.
- 100 per day; up 43 students for summer

- Text a Librarian is very active.
- Campus provides sanitizer; faculty and staff received five cloth masks.
- Social distancing encouraged but not required; not policing
- Full face to face classes for fall. Arts and Sciences classes are online but also rotating when students attend face to face.
- Reduced library hours
- All staff there for normal operations

Melissa Huffman, Rose State

- Closed; computer lab in library, open
- Classes virtual
- Fall will be face to face with ability to switch quickly to online.

Dana Belcher reported that the first positive COVID case is on campus. She'll let us know how it is handled.

Habib Tabatabai is the new chair. He thanked Melissa for her service. Jon Goodell is the new chair-elect, and Karen Haught is the new member at large. Habib looks forward to working with the new team.

Respectfully submitted by,
Elaine Regier

The following reports were sent by email after the meeting.

Jason Dupree, Southwestern OK State

- Not open to the public. Library 50% staffed since spring break. Phase 1 reopening began June 1 with all offices staffed at 50%. Phase 2 reopening began June 15 with offices fully staffed. All buildings unlocked except the library because sufficient safeguards not in place yet. Hope to open on July 6. Since June 1, visitors could schedule appointment to collect library materials. Have shipped materials by campus mail or US Postal Service (USPS). Have relied on USPS since TransAmigos courier suspended service. Have continued fulfilling ILL requests (digital and non-digital). Returned materials are sanitized and quarantined for 48 hours. Majority of collection still offsite, so no rush to get materials back on the shelf.
- Staff expected to return on June 15. Faculty allowed to continue teleworking. Most library faculty are teleworking. Staff can request to telework but each case is reviewed by Remote Work Task Force.
- University plans for in-person classes in the fall. Considering earlier start, skipping fall break, and ending classes before Thanksgiving.
- Summer enrollment was up 2.3%; projected fall enrollment, down 16.5%. In May, the university instituted a hiring freeze.
- No noticeable difference in volume of questions. After spring break, the majority of student questions centered around remote access. Faculty requested help in providing resources to students through Canvas. More questions are through email and phone than chat.
- Orders for hygiene consumables and PPE go through administration. Nothing is charged to the library budget. No screening procedures or temperature checks are in place.
- Plexiglas shields installed at circulation desk on both campuses. Will be installed around instructor podiums in library auditorium and instruction room. The renovation included motion-activated lighting in all study rooms. Furniture will be removed to help enforce social distancing. Although not official, the intention is to require students to wear masks in classrooms and hallways. Stanchions will be used

to guide traffic flow in the building. Will be using one-way traffic. Designing signage to assist with the changes

- Campus plans to provide face masks to students. School branded masks were recently unveiled.

Joy Summers-Ables, OU Health Sciences Center

- The library is not open to visitors, and they have reduced full-time staff. Because of reduced hours, part-time staff have no hours (nights/weekends). They are accommodating requests as needed for use of the computer lab for testing.
- Staff on administrative leave will return July 6. Others have been alternating days in the office or telecommuting and will continue to do so while closed to visitors.
- For fall, some classes will be face to face, but online classes are encouraged whenever possible. Some classes or rotations require patient interaction, so they are making adjustments. Library conference rooms are being held for fall classes. They are not taking reservations at this time.
- Enrollment is down some for Fall 2021.
- They do not use chat but do use email, forms, and phone. Activity has been consistent.
- The campus is not supplying wipes or sanitizer but is providing masks.
- Masks and distancing are required by the campus; plastic shields, barriers for service points, and lots of signage are provided. The building is sprayed once a week. A service has been hired to wipe down public areas, and they work 8-5.

Paula Settoon, Tulsa Community College

- They have a couple of locations open for students to use computers. They are not checking out materials. Locations are open 10-6, Monday-Friday. They have about 15 people per day.
- Some staff will likely work remotely for some time. Some staff have already returned. Others will likely return as they open locations.
- About 20% of the classes will be face-to-face in the fall; about 20%, blended. The rest will be online.
- Summer enrollment is flat; fall enrollment is down, maybe about 16%.
- Chat services have been used 176 times, emails/system have 84 uses, and SMS/text have 51.
- The campus provides wipes, sanitizer, and masks. Safe distancing and directional decals are placed on the floors. Everyone on campus must wear masks and maintain six feet of distance. Temperatures are taken for everyone coming onto campus. There are specific doors that are open with check in stations at those locations. This will continue for the fall semester.

Sandy Shapoval, Phillips Theological Seminary

- The library is not open to students or the public
- Librarians are working on campus. They handle all requests via email, phone, and social media. They fulfill ILL requests and mail books.
- They hope to have face-to-face classes in the fall but are prepared for an online semester.
- Enrollment is slightly down in the masters' programs but up in doctoral.
- Chat/help services are very active.
- Campus provides wipes, sanitizer, and masks as well as additional health-related security items. They do plan to offer these items in the fall.

Adrian Alexander, University of Tulsa

- The library is still closed to visitors. They provide book/DVD checkout two days per week for three hours each day. Requests for materials are made through the website, and they take the items to one of two exterior doors for handoff when the patron arrives.
- Except for the five people on the leadership team, all library staff are furloughed until July 31. One third of the furloughed staff will return the first week of August, another third in the second week, etc.
- All classes will be available both face-to-face and online, with flexibility in mode of participation for both students and instructor.
- They expect a drop in new students, but the final numbers remain to be seen. That goes for returning students as well.
- They have been offering virtual reference but not chat since they closed in March during spring break.
- They stocked up on wipes, sanitizer, and gloves in March. The staff still working have their own cloth masks. Campus will provide supplies when they reopen in August.
- Social distancing and masks are required of staff who are on campus. They have a phone app for check in and check out whenever they are on campus and are required to monitor and report body temp when they come to campus.
- All campus departments have submitted reopening plans that outline COVID mitigation requirements, including distancing, masks, shields at service desks, new traffic patterns, reconfiguring furnishings, etc. They recommend that stacks be closed and requested materials picked up at the circ desk after they have been retrieved by staff.

Julie Rankin, Oklahoma Baptist University

- Not open to the public at all; can make appointments with OBU staff and students on case-by-case basis
- Phase 1 of staff returned to offices on June 15 – included library staff. Have options for teleworking with appropriate paperwork
- Classes to be face to face with hybrid model for fall; revised calendar to include starting earlier and ending before Thanksgiving with no Labor Day or fall break. Finals week to be week before Thanksgiving; fall commencement, November 21.
- Enrollment down
- Chat/help services not very active, but this is typical during the summer.
- Campus not currently providing wipes, sanitizer, and masks, but admin requested list of needs for now and when students return.
- Screened daily before entering offices (four questions and temperature check), masks in public spaces, social distancing, no shields yet because not open to public.
- Campus will have shields in place for fall.

Megan Donald, University of Tulsa, College of Law

- Library partially open; virtual services fully open. Students/attorney members can schedule appointments Monday-Friday by email to borrow selected materials from law library.
- Not open, but have about five requests/week from students/attorneys
- No definite plan to return to work. Megan is in the library Monday-Friday, and other staff visit as needed for projects and to maintain service continuity. All law library staff have had two-week furloughs with one staff member currently on furlough.
- Some law school classes (legal writing/clinics) will be offered in-person/hybrid. Law school emphasizes the need to stay flexible in the coming months.

- Enrollment appears to be mostly steady. Outbound transfers will likely increase by several students this fall.
- Chat services slightly more active than traditional summer, even with many student internships and summer jobs canceled.
- Megan believes campus is providing wipes, sanitizer, and masks, but they haven't been needed yet. Law library already had stockpile of wipes and sanitizer.
- Use check-in app for those on campus, masks required, sneeze guards being installed at service desks in law school. These will be offered in the fall.

Sarah Robbins, OU

- Hoping to open to the public in some way on August 3
- Soft return to campus beginning July 6. Most will continue telecommuting through July and possibly into the fall semester.
- Many classes will be face to face. All courses with enrollment over 40 will be online. Want to keep students with at least 50% of their classes in person.
- Freshman enrollment down only about 1%. Retention down by 1.5-2%. Administrators pleased.
- Chat use seems up but not significant traffic.
- Campus provides wipes, sanitizer, and masks.
- Banding furniture to promote social distancing – inadequate storage to remove furniture. Installing Plexiglas shields at public service desks. Campus installing medical grade air filters in buildings across campus. Upgrading restrooms to touchless. Working on campus wide signage with expectations for masks, social distancing, and more.
- Campus will continue providing supplies.

Leslie Hayes, Northeastern OK A&M College

- Fully open; maybe 1-2 students a day
- Never worked from home
- Planning face to face classes for fall
- Enrollment down
- Do not have remote chat services
- College provides wipes, sanitizer, masks. Hasn't seen anyone wearing masks.
- Taking temperatures of those coming to campus
- Some plastic shields provided
- Signage about social distancing but not really enforced
- Don't know what supplies will be offered for fall

Shannon Leaper, Northwestern OK State

- Fully open; 50% staffed since spring break; fully staffed since June 1. No more than 7-8 people in the building at one time. Fulfilling digital ILL requests entire time; restarted non-digital ILL around June 1. Quarantine returned material for one week.
- All library faculty and staff have returned.
- Summer classes mostly online with a few face to face and ITV. University plans for face to face classes in the fall but seeking alternatives. Administration decided they are skipping fall break and adding two days to Thanksgiving break.
- Fall enrollment down about 10%
- Some uptake in emails, phone calls, and video conferencing. Remote chat is not available.

- Campus provides wipes, sanitizer, and masks; will continue to provide for the fall.
- Plexiglas shields at both service desks. Chairs removed to encourage social distancing. Used excess furniture to block shelves to discourage browsing – stacks closed. Custodians sanitize multiple times a day.