

**Reeves Library**  
**Music Department Music Library**  
**Fall 2020**  
**COVID-19 Policies and Guidelines**

Due to the pandemic, changes have been made to access and other policies for the Music Library on South Campus (division of Reeves Library). These changes include:

- Access to the Music Library has been restricted. The Music Library will be available 8:30 am to 4:30 pm Monday to Friday except for lunch. The Reeves Library on north campus will be accepting appointments and open via College ID swipe only from 8:00 am - 9:00 pm Monday to Friday (no weekend hours).
  - The locks on the Music Library have been changed—any key issued before August 2020 will no longer work.
  - The Music Library will be accessible by appointment. Contact Bill Bauman for entry or with any questions ([bill@moravian.edu](mailto:bill@moravian.edu)).
  - Only Music Library staff will be able to check out items for users.
  - Any item taken off a shelf and left out on a table or shelf will go into the 4-day quarantine.
- “Hard-copy” course materials on reserve are prohibited.
  - Reeves Library on north campus is helping faculty to digitize reserve materials so they can be added to CANVAS course shells.
- Reeves Library prohibits circulating ANY LIBRARY MATERIALS among students by faculty.
- Any work-study students working in the Music Library must adhere to Reeves Library COVID-19 Safety Requirements (see Bill Bauman for details).
- Everyone entering the Music Library must wear a mask, sanitize their hands, and practice social distancing according to college-wide policies.
  - Campus safety (610-861-1421) should be called if someone enters and refuses to wear a mask.
- The Music Library will use a receptacle outside of the east door for all item returns; at the end of each day, the receptacle will be marked with the date and put in a room for a 4-day quarantine period before the item(s) are re-shelved.