

Appendix 5A Libraries Recovery – Steps and Tiered restrictions from 2 December 2020 – 1st October 2021

The library offer within each step/tier is subject to Government guidance, review and library risk assessments

| | Under review | October | September | Not before 16 August | Tier 1 Step 4 19 July | Tier 2 Step 3 17 May | Tier 3 Step 2 12 April | Tier 4 | Tier 5 | Full Lockdown |
|---|--------------|---------|-----------|---------------------------------|---------------------------------------|--------------------------------------|--|------------------------|------------------------|-------------------------------|
| Libraries open 10am – 4pm | | | | | | | ✓ | ✓ | ✓ | |
| Libraries closed after 5pm | | | | | | | ✓ | ✓ | ✓ | |
| Stafford Library closed on Sundays | | | | | | | ✓ | ✓ | ✓ | |
| Standard opening hours | | | | | ✓ | | | | | |
| Staff based at one library only | | | | | | | ✓ | ✓ | ✓ | ✓ |
| Staff to provide relief between libraries | | | | | ✓ | ✓ | | | | |
| Staff to work from home where possible/redeployed | | | | | | | | ✓ | ✓ | ✓ |
| Mobile Library Service order and collect | | | | | ✓ | ✓ | ✓ | | | |
| Mobile Library Service browsing | | | | | ✓ | ✓ | | | | |
| Housebound Service | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Transport between libraries | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Order & Collect | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Grab & Go | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| PC Access | | | | Increase availability from 16.8 | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Printing | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Photocopying staff assisted | | | | | ✓ | ✓ | | | | |
| Public Photocopying | | | ✓ | | | | | | | |
| Study space | | | | | ✓ | ✓ | ✓ | | | |
| Browsing | | | | | ✓ | ✓ | ✓ | | | |

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|---|---|--------------------------------|------------------|---|---|---|---|---|---|---|
| Overdue Charges | ✓ | | | | | | | | | |
| Virtual events | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Virtual activities | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Events | | ✓ social distancing maintained | | | ✓ | | | | | |
| Activities | | | | | ✓ BBR starts September | | | | | |
| Bus passes | | | | | ✓ | | | | | |
| Blue Badges | ✓ | | | | | | | | | |
| IT assistance | | | | | ✓ | | | | | |
| Toilets | | | ✓ Zoono Cleaning | ✓ | available for meeting room hire & emergencies | | | | | |
| Requests | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Reading Group requests | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| New book deliveries | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| New audio deliveries | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bookstart deliveries | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ restricted delivery of packs to Astonfields |
| Meeting room use for 1-1 sessions conducted by partners such as job club, Everyone Health etc | | | | | ✓ | ✓ | | | | |
| Meeting room use by partners for small group sessions | | | | | ✓ | ✓ | | | | |
| Meeting room use by SCC staff for small groups | | | | | ✓ | ✓ | | | | |

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|--|--|--|---------------------------------------|---|-------------------------|----------|---|---|---|---|
| Meeting Rooms hire | | | | | ✓ with RAs in place | | | | | |
| Library spaces for meeting | | | ✓ | | | | | | | |
| Refreshments | | | ✓ | | | | | | | |
| Reading Friends | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Places of Welcome | | | ✓ | ✓ | | | | | | |
| IT by Telephone | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| IT Buddies | | | ✓ reintroduce from 16 August | | | | | | | |
| Collection HQ work | | | | | ✓ | ✓ | ✓ | | | |
| Stock management | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Volunteers resume in SCC libraries e.g. BBR, shelving | | | ✓ | | BBR starts September | | | | | |
| Schools Library Service | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Test and Trace | | | | | ✓ optional | ✓ | ✓ | | | |
| Book Quarantine | | | | | | Or spray | ✓ | | | |
| Plastic seating | | | ✓ | | | | | | | |
| Soft furnishings in library spaces | | | ✓ Zoono Cleaning | ✓ | | | | | | |