Hekman Library Phased Operational Plans – Fall 2020

Hekman Library is a repository of significant amounts of educational materials and serves as one of the largest learning center on campus. Some form of operation of and access to the library is a core component of Calvin’s educational mission.

As we roll out a phased reopening there are several concerns or assumptions that inform our plans. The main concern is mitigating virus spread and facilitate contact tracing. Institutional and governmental goals or orders require us to reduce density of staff and students and have shorter hours and altered work schedules/locations. We will also reduce onsite use of Hekman through hold requests, digitization, on-campus delivery, and moving reference and instruction to online. Hekman will be closed on Sundays, no longer offering study hours.

Phase 0 (March 21-July 5)
- Hekman Library is closed, and staff working remotely. Physical collections are inaccessible.
- Building access for essential library staff only.
- Focus on online resources and virtual services.
- Interlibrary Loan and MeLCat unavailable.
- Materials essential for instructional or research purposes are digitized.

Phase 1 (July 6-August 23)
- Library building is available for essential staff and researchers utilizing archival or rare resources.
- Request and retrieval service for physical collection (9a-4p M-F)
- Digitization of physical materials for course reserves.
- Handling of reference inquiries remain online.
- Returned materials are quarantined for 24 hours before becoming available.
- Appointments required for Heritage Hall and the Meeter Center.
- If required, rollback phase would cease on-site appointments.

Phase 2 (Planned: August 24-October 4, November 30-December 23)
- Masks and social distancing required.
- Main (2nd) floor available for a limited number of users. Upper floors (3rd-5th) closed.
- Peet’s is grab-n-go. Café seating will not be available.
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4th floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Soft seating will not be available.
- Study space is severely limited. Study rooms are available for single-user occupancy.
• Library users will wipe down their workspace prior to use with available supplies to maintain a healthy environment.
• Library or campus-initiated events will not be hosted or planned for Hekman.
• If required, rollback phase would close off access to the building, return to by-appointment access to archival and rare resources, and continue providing access to the physical collection via requests and retrievals (Phase 1).

Phase 3a (Planned: October 5-November 1 [God-willing])
- Masks and social distancing required.
- Main (2nd) and 3rd floors available for a limited number of users.
- Peet’s is grab-n-go. Café seating will not be available
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4th floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Study space is severely limited. Study rooms are available for single-user occupancy.
- Library users will wipe down their workspace prior to use with available supplies.
- Soft seating will not be available.
- Library or campus-initiated events will not be hosted or planned for Hekman.
- If required, rollback phase would close off access to the upper floors, including cancelling access to seminary students to the 4th floor (modified Phase 2)

Phase 3b (Planned: November 2-November 24 [God-willing])
- Masks and social distancing required.
- Main (2nd), 3rd and 5th floors available for a limited number of users.
- Peet’s is grab-n-go.
- Building access requires campus ID through main entrance. Access provided to university and seminary students, faculty, and staff. No drop-in guests, alumni, or visiting patrons.
- Hours: 7:30a-9:30p M-Th, 7:30a-6p F, 1p-5p Sa.
- Vulnerable populations may access the main floor from 11a-1p on Saturdays.
- 4th floor available to seminary students with scheduled carrel or appointment.
- Appointments required for Heritage Hall and the Meeter Center.
- Study space is severely limited. Study rooms are available for single-user occupancy.
- Library users will wipe down their workspace prior to use with available supplies.
- Soft seating will not be available.
- Library or campus-initiated events will not be hosted or planned for Hekman.
- If required, rollback phase would close off access to the upper floors, including cancelling access to seminary students to the 4th floor (modified Phase 2)

Phase 4 (Timing to be determined)
- Hekman Library resumes “near-normal/pre-pandemic” operations.
• Hekman’s Promotion, Outreach, and Programming team will plan new in-person/on-site outreach events and programming.
• Building access is fully available to university and seminary alumni, faculty, staff, students, visiting scholars, and guests, as well as community guests and MeL visiting patrons.
• If required, due to a resurgence or new public health threat, rollback option would return to limited building and collection access, while providing access to the physical collection via a request/retrieval system (Phase 1), until conditions improve.

For more information, please contact:
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