

Request & Collect Book Exchanges Social Distancing Guidelines

The following guidance should ensure that the exchange is successful, safe and follows proper social distancing guidelines:

- A date and time slot will be agreed upon between the SLS Centre and the school staff member. If the date of collection needs to be altered, we require 72 hours notice to change the date of the collection. All changes will be subject to availability of our request & collect schedule.
- An email will be sent to the school staff member containing a request form. After consultation with colleagues, please send the completed request form to your local centre. Please give as much information as possible about the topics required and the ages of the children. **The request form must be returned to us one week prior to the scheduled collect date.**
- When returning request form please notify centre if boxes or crates will need to be provided.
- If possible, any resources to be returned to the centre should be boxed up 72 hours prior to exchange date and labelled with date last touched.

The following procedure will take place on the day of the collection:

- All books requested will have been selected 72 hours prior to the collection date and quarantined until that day.
- On arrival to the SLS Centre, please call your local centre and an SLS staff member will meet you at the designated meeting point, this will differ for each centre.
- For exchanging resources, SLS staff will either provide school staff with pre-sealed boxes to take away (if requested) or plastic crates with the books for school staff to withdraw the resources from into their own boxes/bags.
- Plastic crates will be provided for school staff to place returning resources in, if required.

- We ask that during exchange SLS staff & school staff maintain the recommended 2 metres for social distancing.

If you have any questions or concerns regarding these procedures, please contact your local centre. We appreciate your cooperation.

Additional Information:

- It is recommended that books with plastic jackets are quarantined for 72 hours. Unjacketed books should be quarantined for 24 hours.
- National Guidance for school libraries and safely using books during Covid-19 can be found at <https://www.cilip.org.uk/news/news.asp?id=506793&hhSearchTerms=%22Covid+and+19%22>