The library will be opening on Sunday, May 17, 2020, as part of our return to routine with Corona adjustments’ process and following all relevant regulations, orders and directives.

The library is investing its best efforts towards safeguarding your health, and has made all the required adaptations. Please follow the instructions, which may change from time to time. Information will be updated routinely on the library site and in Facebook.

Please note: between 22.7.20 - 14.8.20 the Library will be open till 19:00, and on Friday from 8:00 – 13:00.

Entrance to the library is permitted by rearranged appointment only.

**UPON OPENING, THE LIBRARY WILL BE OPERATING ASfollows:**

**Entrance to the campus and library:**

a. Currently, entry to the campus is only via the East Gate (at a later time, and according to need, the West Gate will be opened).

b. You must sign a statement before entering the campus, answering the following questions:

1) Do you have a cough?

2) Do you have a temperature of over 38 °c today, or in the past week?

3) Have you been in close contact with a coronavirus patient in the past two weeks?

It is forbidden to allow on campus anyone who has not replied ‘no’ to all three questions, with the exception of people who have a cough due to a chronic illness, such as asthma or allergies.

At your disposal is a digital health statement (see below a tutorial, for your convenience). Students can also sign a hard copy of the statement which can be found at the entrance to the campus (the East Gate, as noted).

c. Your temperature will be taken upon entry to campus (by the guard), using non-invasive means. Anyone with a temperature of 38 °c or higher will not be allowed to enter the campus.

**YOU MUST WEAR A PROTECTIVE MASK DURING YOUR ENTIRE STAY IN THE LIBRARY.**

**YOU WILL NOT BE PERMITTED ENTRY TO THE CAMPUS AND/OR LIBRARY WITHOUT THIS EQUIPMENT**

**Behavior while working in the library**

Library computers will not be operated. Please bring your own laptops.

Library computers and other equipment will not be in use.

Alcogel will be available for use throughout the library.

Hygiene procedures must be strictly adhered to, especially handwashing.

The cafeteria will be closed at this time. No eating or drinking will be permitted in the library.

No more than two people should take an elevator together.

Please do not gather and please follow all directives.
End of activities

Students who have finished their work are required to leave the library and the campus immediately and return home in accordance with the Ministry of Health guidelines for travel.

Library activity

between 22.7 - 14.8 the Library will be open till 19:00, Friday till 13:00

Entry to the library will be by appointment only. Please phone 09-9527370 to ensure your place.

Gatherings in the library area are prohibited. Students must keep apart with a distance of 2 meters at least between students.

The library will allow up to 64 students at a time on the premises, for a limited period of 4 hours each.

Entry to the library will be in two scheduled shifts, according to an authorized list, which will be kept at the library.

Morning shift: 8:00-12:00
Afternoon shift: 13:00-17:00

Disinfectant wipes for cleaning the work surfaces and seats will be placed at the entrance to the library. You are required to clean your study area at the beginning and end of your stay.

Students will leave the premises in an orderly manner according to the staffs’ instructions. No gathering will be permitted.

The number of seats is limited. If you have reserved a place and know you will not be coming, please cancel your reservation in order to allow another student to take your place.

Please arrive on the day and hour reserved and confirmed.

Entry will not be permitted at any time other than that reserved.

To be clear: students arriving without a confirmed reservation will not be permitted entry to the library.

Seating will be divided into three areas. There will be no crossing over between these areas.

Lending and return of books

The circulation desk will be working under a different format. Books will be checked out using a “straight from the shelf” service. Books will be collected by the library staff and will be checked out on the student’s name. Students will then collect the books from the front entrance of the library, in coordination with library staff.

Books will be returned to the library via the book return box only, located at the entrance to the library.

Books returned from loan will be placed in isolation for a period of three days and only then returned to the collection.

Scanning and ordering of books will be done with advance coordination.
Graduating students needing to return books

Students must return all books in their possession to the library in order to complete their degrees.

Book return may be performed in one of the following ways:

1. Entry through IDC main gate and return via the book return slot located in the wall of the library entrance hall on the right.

2. Students may sign a commitment to return books at the first possible opportunity – this commitment may be signed via return email. For more information please contact Tali Daskal at: tdaskal@idc.ac.il

Reference services

Retrieving information, long distance consulting services and online tutorials:

Students may coordinate a meeting with a reference librarian for help with data retrieving and assistance with research and seminar papers. Please phone 09-9527370

Library reference services will also be working in an online format. You are welcome to contact library staff via email: avitalsb@idc.ac.il or zfort@idc.ac.il

Photocopying, Printing, and Scanning services

The photocopy room in the library is now open from Sunday - Thursday 10:00- 13:00

Entrance to the room is through the back door only, which is to be found across from the dormitory compound, and not through the library.

Entrance will be according the Ministry of Health's instructions, see the file above.

Only three people are allowed to enter the photocopy room at the same time.

Gatherings in the library and photocopy room area are prohibited.

Students must keep apart with a distance of 2 meters at least.

We are here for you. Please feel free to come to us with any questions. We look forward to seeing you in the library!

Fill out an online health statement form - Quick guide

1. Prior to entering the campus, fill out the online form at -https://report.idc.coviddefence.info/

You can access the form from any mobile device, we recommend using a Chrome browser.

2. The online form is available in Hebrew and English, you can switch language at the top menu.
3. Fill in your full name and enter your mobile number, then click on "Get login code".

4. You will now receive a SMS message from 'IDC' with a 6 digit code. Enter the code and click "Login".

**Identification**

An SMS message with the login code has been sent to the telephone number 0545215229 [Wrong number?](#)

I hereby declare that all the particulars I shall provide in the statement are complete and accurate. I am aware that providing incorrect information and / or omitting data constitutes a violation of the law (including a criminal offense) and that for this violation I will be expected to comply with the penalties provided by law as well as disciplinary action by the IDC Herzliya.

[Did not receive SMS, send me again](#)
5. Answer the health statement questions and click "Submit."

![Health Declaration Form]

6. The confirmation message displayed on the screen must be displayed to the guard. If the panel closes, you can re-enter the form link to show the confirmation message.

![Confirmation Message]

Creating a shortcut for the online form on your mobile device screen – for Android users

Open the form using Chrome browser, click on Chrome options, click "Add to Home Screen" and finally click "ADD."

Creating a shortcut for the online form on your mobile device screen – for iPhone users

Open the online form in Safari, click on the Share button, click on "Add to Home Screen" and finally click "ADD."

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