



Note: For improved readability, the generic masculine is used in the following. All references to persons, offices and functions refer equally to all genders.

## Additional special information on lending and inter-library loan at the University Library



- > **The maximum number of persons in the facility is to be limited to one visitor per 20 square metres** of visitor traffic area by appropriate visitor guidance.
- > The **management of the University Library is the local contact person** for the observance and implementation of the hygiene concept, the applicable contact restrictions and distance regulations as well as with regard to the wearing of a mouth-nose cover (mouth-nose mask).
- > **Narrow areas are to be rearranged** or the entrances restricted so that the minimum distance can be maintained. **Floor markings**, e.g. by means of adhesive tape, **must be applied in the distribution area to maintain the distance, and must be strictly observed.**
- > **Every person at Chemnitz University of Technology is obliged to wear a mouth-nose cover** (mouth-nose mask) **in the outdoor area and in open spaces as well as in all publicly accessible rooms** with regular public traffic (mask obligation). Proper handling of the mouth-nose cover (putting it on and taking it off, no movement while wearing it) must be observed. Users who appear without a mouth-nose mask will receive disposable masks at the entrance.
- > **Interactive activities** with additional contacts (button operation, touch screens, etc.) **are prohibited.**
- > **Research workstations are blocked for library users.**
- > Transparent barriers must be installed between staff workstations and public/visitor areas at media lending and return points. These transparent barriers must be disinfected every working day by the library staff.
- > Returned and borrowed books must be handled with disposable gloves by library staff.
- > **Returned media must be stored temporarily at room temperature for five days before being issued again.**



# Hygiene Concept of Chemnitz University of Technology regarding the corona virus (SARS-CoV-2)

Version 1.3 (December 15, 2020)

- > **For users, contact details** as well as the times of entering and leaving the library **must be documented** to allow tracking of contact chains. They are obliged to enter their contact details in the [form for on-site courses and events](#) and hand it in when entering the University Library. When leaving the University Library they must report to a responsible person in the foyer area, where the time of leaving will be documented by that person.
- > **Returned forms may only be handled with disposable gloves, unless they have alternatively been temporarily stored at room temperature for at least five days.** The completed forms must be treated in strict confidence, kept for a period of four weeks, and then destroyed in accordance with data protection regulations (e.g. using a shredder with a security level of at least P-4). Until then, the data must be stored protected from access by third parties or possible disclosure. **The completed forms remain in the University Library until they are destroyed.** Access or inspection is only permitted in the case of (possible) infection with the corona virus by explicitly authorized persons of the university management for the purpose of rapid information of those involved and for the transmission of contact data to the responsible authorities upon request. In this case, the University Library management has to ensure that a corresponding inspection can be carried out without delay (granting of availability, if necessary representation regulation). **In addition to the paper form, the form can also be provided digitally.** In this case, the procedure is to be analogous to that described.