

St. Clair College Library Resource Centre

Booking Study Carrels – COVID Process

The library has socially distanced study carrels available by appointment. Students must be currently enrolled in order to reserve a study space.

**Please book an appointment for Library use by calling 519-972-2756. Students with appointments at the Main Campus, Chatham Campus are to enter through the building's Main Lobby and check-in with Security.**

**Appointments can be booked Monday – Friday. Hours available for booking: 9am-7pm (Windsor Campus) and 8am – 12pm & 1-4pm (Chatham Campus).**

What to do when you reserve a study carrel:

- At the time of appointment, student will ring the front entrance for assistance
- Student will proceed to plexiglass where staff can confirm reservation on Teams, check student card, and then be led to the assigned number of carrel that was reserved.
- Any students arriving without an appointment will need to call for an appointment before being admitted.
- There will be one student to one study carrel at the designated time.
- No food or drink will be permitted, and face masks will be required at all times.
- Students may not move from space to space. Environmental issues such as sun or cold, can be addressed with staff. In special circumstances, library staff can re-assign a study carrel.
- The Library staff will enforce college COVID rules and protocols and will ask students to leave and potentially report infractions to security.

Other Library Services:

- Photocopiers, computers, and printers will not be available
- Library shelves will not be accessible; however, if students wish to use or check out library books, please alert the library staff and we will retrieve the student's selection.
- Students needing technology (computer/printer) may call **519-972-2756** to book an appointment in the open computer lab.
- Note\* No course reserves/textbooks available.
- For convenience, contactless pick-up (from the 2<sup>nd</sup> floor outside balcony in Windsor & at the front entrance to the main building in Chatham) will continue for students and staff.
- All virtual services, such as research appointments and askON will stay the same.