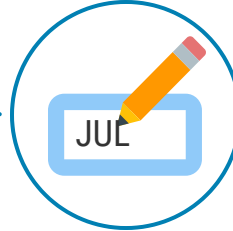




COVID-19 Materials & Tub Handling Procedures 5-Day Pre-Pickup Quarantine



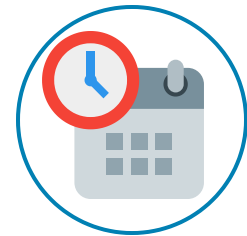
1 Library Packs Tub
with outgoing items



2 Library Dates Tub
by placing a **label** with the date of the last time **any item** in the bin was touched by **anyone** (with or without gloves) into the **plastic pouch** on the side of the tub



4 Library Sends Tub to IHLS Delivery
Please note: drivers will not take tubs that have not been quarantined for at least **5 days*** (120 hours)



3 Library Quarantines Items in Tub for **5 Days*** (120 hours) by closing and storing the tub; quarantine starts over if items are handled or added



5 IHLS Delivery Sorts Incoming Items
into tubs for receiving libraries



6 IHLS Delivery Dates Tub
by placing a **label** with the date of the last time **any item** in the bin was touched by **anyone** at IHLS (with or without gloves) on the **new tub's lid**



8 Receiving Library Unpacks Items
using the receiving library's pre-determined materials handling and quarantine procedures



7 IHLS Delivery Transports & Delivers Tub
to a pre-arranged contactless exchange point at the receiving library

*5-day (120-hour) quarantine is based on updated research data from the IMLS-OCLC-Battelle REALM Project study, data set 3, released Aug. 18, 2020

For display in your library's sorting area - 8.5" X 14"

Updated Aug. 27, 2020