**Reopening guidelines for visitors: Phase one**

Library material request

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| Name of researcher |  |
| Date of visit\* |  |

\*Please note that the EES Ricardo A Caminos Memorial Library is open to researchers between 11:00-14:30 from Wednesday to Friday by prior appointment only.

On arrival you should follow the following coloured tape to your allocated reading desk without engaging office staff:

[ ] Blue

[ ] Orange

The safety of our members and staff is paramount. While we make every effort to minimize risk in our office and collections, your travel to and from the EES also carries a risk. Please ensure that you travel outside of busy periods and remain vigilant to the danger of COVID-19. We will continue to monitor the situation, so please continue to check the guidance available on our website ([www.ees.ac.uk](http://www.ees.ac.uk)) as the information presented here may alter at short notice.

**Visiting rules:**

* You must submit this request form, completed and signed, to [library@ees.ac.uk](mailto:library@ees.ac.uk) at least one week ahead of your proposed visit to reserve an appointment.
* The library collections are not open for browsing during phase one and must instead be reserved using the form overleaf in advance of your visit.
* On arrival at the EES use the intercom and, when asked, state your name and wait for the door to be opened remotely. If you do not have an appointment, then you will be asked to leave.
* Proceed on your allocated coloured path (see above) to your study desk without engaging office staff.
* A face mask/covering must be worn during your visit to the EES, unless you are exempted (please notify us in advance if this is the case).
* Any personal belongings (i.e. bags, food, drink, and pens) must remain in the taped section indicated by signage in the reading room and cannot be brought to your study desk for any reason. A fully charged laptop, pad, and pencil may be used at your desk.
* You will find the books you have requested overleaf available to consult during your visit. Once consulted, these books will not be available for the next 72 hours as they are quarantined.
* If you require a drink or lunch break during your visit, this must be done outside of the EES office.
* It is imperative that all researchers maintain a 2m social distance as per guidelines. The office will be arranged to make this more feasible but please remain vigilant at all time during your visit.
* Access to the toilet facilities is being controlled and you will need to wait at your desk if someone else is queuing.
* Use of the kitchen is strictly prohibited during phase one of the reopening.
* On completion of your visit, leave your used books on your desk and they will be cleared by staff when you leave.

**IMPORTANT**

If you are displaying any COVID-19 or cold symptoms (including but not limited to coughing, shortness of breath, fever, sneezing, running nose) you must NOT come to the EES office and can instead reschedule your appointment for the future. If you present any symptoms while in the EES office, you will be immediately asked to leave and the EES office will then remain closed for at least two weeks for the safety of our staff and visitors.

**Collections request**

Please provide the details of up to 7 books and/or journals from the EES library that you would like consult during your schedule library visit. This information can be found on the EES online catalogue available at <https://www.ees.ac.uk/library>.

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| **Author(s)** | **Title of Book or Journal** | **Series/Volume number**  *if applicable* | **Year of Publication** | **Shelf reference**  *Must be included and can be found on the online catalogue* |
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Please complete this form and submit it to [library@ees.ac.uk](mailto:library@ees.ac.uk) at least one week prior to your scheduled visit to confirm that you have read and understand the guidance. If your requested books have recently been consulted, then they may no longer be available while they are quarantined and we cannot guarantee that you will be able to consult all of the items you have requested.

EES staff should not be engaged with during your visit and you will not be able to request more, or different, materials during your visit than those listed above.

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| Signed (researcher) | Date |

Please respect the safety of our staff during this troubling time.