

## **Provisional rules for using the RSL during the period of restrictions**

### **I. General conditions**

1.1. These Rules are developed in accordance with Terms of Use of the RSL, the Order of the Ministry of Culture of the Russian Federation No. 604 (dated 08.06.2020) “On amendments to the orders of the Ministry of Culture of the Russian Federation No. 357 (dated 16.03.2020) “On the activities of organizations subordinate to the Ministry of Culture of the Russian Federation under the threat of the novel coronavirus infection (2019-nCoV) on the territory of the Russian Federation” and No. 527 (dated 05/14/2020) “On the activities of organizations subordinate to the Ministry of Culture of the Russian Federation during the novel coronavirus infection (COVID-19)”, Recommendations of the Russian Library Association for re-opening libraries after quarantine, the letter of Federal Service for Surveillance on Consumer Rights Protection and Human Well-Being N 02 / 3853-202027 (dated 10.03.2020) “On measures for the prevention of the novel coronavirus infection (COVID-19)” (in addition to Recommendations for the prevention of the novel coronavirus infection (COVID19) among workers); RP 3.1.0178-20. 3.1. Prevention of infectious diseases. Guidelines. A set of measures, as well as indicators, which are the basis for the phased removal of restrictive measures in the context of the epidemic spread of COVID-19 (approved by the Chief State Sanitary Doctor of the Russian Federation on 08.05.2020), and others.

1.2. RSL users receive library and information services specified in clause 3.1. of Terms of Use of the RSL and in compliance with the restrictions on visits to buildings and reading rooms imposed due to the sanitary and epidemiological situation in Moscow (see section 2).

1.3. The registration of new users is carried out in accordance with section 2 of Terms of Use of the RSL. Guest cards are not issued for the duration of the restrictions.

1.4. The Rules govern the relations between the RSL and its users, i.e. the rights and responsibilities of the parties during the period of restrictions imposed due to the coronavirus infection.

1.5. All amendments to these Rules will be entered into the documents regulating the library service procedures and will be published on the RSL website.

## **II. Service delivery during the period of restrictions**

2.1. Users have the right to visit reading rooms and other user-dedicated areas of the RSL at the established hours of operation in accordance with the Order of the Director General of the RSL as well as the restrictions necessary to ensure social distancing measures and compliance with sanitary and hygiene standards.

2.2. The accommodation of visitors in the halls and service areas is organised in accordance with the stipulated norms of social distancing and the requirements for service delivery under the current restrictions.

2.3. The library sets limits on the number of visitors admitted to the library per day. In order to visit the library, users should book an appointment, using an application form on the RSL website.

2.4. One person can make up to three reservations per week. Provided that the workplace is available on the chosen date or dates, the library will send a booking confirmation by e-mail.

2.5. On the RSL premises, readers are required to use personal protective equipment for respiratory organs (masks) and hands (gloves).

2.6. Body temperature checks are conducted at the library entrance points. In case of an elevated body temperature, the visitor will not be allowed into the library.

2.7. Readers have the right to use publications from the Main Stacks, current periodicals (except newspapers), Internet resources and services; to use library computers to access internal electronic resources or licensed databases and electronic copies of publications in accordance with license agreements.

2.8. Activities that require a prolonged stay at the library for leisure, educational or work purposes, including reading newspapers, using the library as a study room or a co-working space, or using computer facilities for purposes other than ordering and viewing internal and external e-publications, are not allowed.

2.9. During the period of restrictions, user services are delivered in the following reading rooms (RR):

- readers of RR 1 are serviced in the RR 1 (A-201),
- readers of RR 2 and RR 3 are serviced in the RR 3 (B-203).

2.10. To check out the documents from the main stacks all readers should refer to the front desk of RR 3. Documents on CDs and microfilms are not available for check-out.

2.11. One reader can order up to 10 documents per day. Readers are advised to first order the materials and only then visit the library.

2.12. The holding period for pre-ordered publications is up to 5 business days. The number of publications from the main stacks that can be simultaneously left on hold at the RR front desk is limited to 15 items.

2.13. All documents used by readers are quarantined for three days before they are returned into circulation. Materials that are being quarantined or that have been pre-ordered by another reader cannot be checked-out.

2.14. To order a document readers should refer to the electronic catalogue (EC).

2.15. Readers should use the EC to order materials, as written paper-based requests are not currently accepted. If a document is missing in the EC, readers should contact the RSL staff via the e-mail [orderbyemail@rsl.ru](mailto:orderbyemail@rsl.ru) or by phone +7 (499) 557-04-70 ext. 63-53. Orders received by e-mail or phone before 16:00 are processed on the same business day. Orders received after 16:00 are processed on the following business day, depending on the time when they were submitted.

2.16. The delivery of books and periodicals from the Khimki building of the RSL is carried out once a week.

2.17. In addition, the following halls and service areas are open: bibliographic services (A-212) excluding computers and the collection located in the room, the reference desk (the marble staircase), printing services (A-120), and the reader registration desk (building B, ground floor).

### **III. User responsibilities**

3.1. Read, understand and comply with these Provisional rules, Terms of Use of the RSL, Procedures for serving users in the reading rooms, and follow the RSL general policies.

3.2. Book a visit through the RSL website no later than one business day before the date of the planned visit and no earlier than three days before it.

3.3. Comply with the body temperature check at the entrance to the RSL building. In case of an elevated body temperature, the reader will not be allowed into the library.

3.4. Show a booking confirmation (either printed out or saved on a mobile device) to the employee at the entrance to the library when passing through the turnstiles.

3.5. Follow the glove-and-mask regulations while on the RSL premises.

3.6. Maintain a social distance of at least two meters.

3.7. Order the required publications before visiting the library. If there is no information about a document in the EC or there is no e-order option, contact the library staff by e-mail [orderbyemail@rsl.ru](mailto:orderbyemail@rsl.ru). Orders received before 16:00 are processed on the same day, and orders received after 16:00 are processed on the following day.

3.8. Use a personal pen to fill out any forms, etc.

3.9. Notify the employee on duty about the completion of work so the library personnel could disinfect the working space.

#### **IV. Prohibited conduct**

4.1. Be on the RSL premises without personal protective equipment (masks and gloves).

4.2. Use books from the open access section or subsidiary collections.

4.3. Use the automated kiosks located by the marble staircase.

4.4. Rearrange furniture in reading rooms or other areas.

4.5. Gather in groups without following social distancing rules (at least 2 meters).

4.6. Eat or drink on the library premises, outside of dedicated areas.

## **V. Responsibility for violating Provisional rules for using the RSL during the period of restrictions and Terms of Use of the RSL**

5.1. Users who violate these Rules, Terms of Use of the RSL or cause damage to the RSL shall bear administrative, financial, and criminal liability under the laws of the Russian Federation and Terms of Use of the RSL (for more details, see section 4 of Terms of Use of the RSL).

5.2. Users who do not comply with these Provisional rules and Terms of Use of the RSL may be given a verbal warning, made aware of the violation through discussion, or asked to leave the library building; a reader pass may be suspended until all the circumstances of the violation have been clarified.

## **VI. Library responsibilities**

6.1. Ensure that the rights of RSL users are exercised in accordance with Terms of Use of the RSL and Provisional rules for using the RSL during the period of restrictions.

6.2. Ensure that:

- users have up-to-date information about the terms of access to the library premises; about all types of services provided by the RSL during the period of restrictions; about changes in the operations of the RSL and all its units as well as service policies; about amendments and additions to these Rules and other documents regulating the relations between the RSL and its users;
- users can practice social distancing while at the library;
- all the library areas are properly cleaned using disinfectants;
- personal hygiene products are available for users;
- library areas that are not equipped with climate control systems are aired every 2 hours;
- library employees use personal protective equipment for respiratory organs and hands (gloves) while at workplaces;
- users receive high quality services;
- reading rooms provide necessary amenities and comfortable working space;
- safety measures are taken in case of emergency, and that RSL technical devices safe to use.