

Study Spaces and Computer Lab:

Our study spaces have been slightly modified to allow for physical distancing and we will be encouraging students to regulate themselves when it comes to distancing, wearing face masks, and washing their hands before and after using library spaces and materials.

We have retained the same number of tables and lounge chairs by simply spreading them out, but we have had to decrease our individual study desks located in the stacks. Our computer lab can now only accommodate 12 people at a time.

Library Tours and Instruction:

Because we have fewer available computers for face-to-face instruction, we would encourage instructors with larger classes to review our online resources that can be used for their classes:

- [Library Services Bridge Module](#)
- [Library FAQ page](#)
- [Library Tutorial Videos](#)

Other options include:

- If students have personal laptops, they may bring them and use them to follow along with the instruction.
- Virtual tours via Zoom
- Divide the class into two smaller groups.
- Emily or Cheryl can come to your classroom to give a demonstration.
- Any combination of any options!

We have **really missed** having students in the library and will be happy to work with you to provide your students the information they need while keeping everyone as safe and healthy as we can!

Research Services

Students can still drop in for help or can make individual appointments with Emily or Cheryl for orientation tours and instruction on accessing library services, using the online databases, and research assistance.

We are still strongly encouraging students and faculty to take advantage of our virtual reference services. You may email your research questions to jfk@hutchcc.edu, reflib@hutchcc.edu, or to me at hemmerlinge@hutchcc.edu. We will be happy to assist you via email and

someone will respond within a one business day. You can also call the circulation desk at 620-665-3547 with any questions and we can help you over the phone.

Circulation and Collections

All of JFK Library's collections remain available to students, staff, and faculty including physical items in the library and electronic resources. Check-out procedures remain the same.

Our catalog and databases are all available through DragonZone and can be accessed from anywhere. After logging in, click on Resources, then choose Library Services. The Library Services button in the John F. Kennedy Library section will open up our online catalog to search for books. The Online Databases section is just that, and if you click on a link a new tab will open to that database.

Students and staff can place holds on items rather than browsing in the library. After logging in through DragonZone and opening up the search catalog, simply click the Place Hold button below the title of the item you want. You will receive an email once the hold has been filled and is ready for pickup. Then dash down to the library with your employee or student ID and we will check the items out to you. This system allows you to quickly come to the library desk, pick up your items, and continue on your way.

All returned materials are being disinfected and then placed in quarantine before being re-shelved. This may result in longer wait times if you have requested library items. If an item you are looking for is still in quarantine, you will still be allowed to check it out, but you do so at your own risk. Another option would be to place a hold on that item to ensure that once it comes out of quarantine you will be first in line to check it out.

Interlibrary Loan Services

All incoming interlibrary loan items are put into a 4-day quarantine in accordance with State guidance for materials not owned by JFK Library. This means that our average arrival time has increased from 5-7 days to 9-11 days before we can safely check the item out to you. We do not foresee any disruptions to the borrowing of electronic journal articles unless there is another mass closure of libraries.