

COVID-19 NOVEL CONVERSATIONS REOPEN PLAN

June 15, 2020



Indiana Humanities will resume Novel Conversations shipments on **Friday, July 3, in line with Stage 5 of Governor Holcomb's *Back on Track Indiana* plan.** This means that any reservation with a shipment date of July 14 or after will be sent as long as the pickup library is open for receiving shipments.

Please see the contents of this document for FAQs, instructions for cancelling kits you no longer need, tips for social distancing with your book clubs, tips for virtual book club meetings and information about the PPE precautions Indiana Humanities is taking when preparing and processing shipments.

FREQUENTLY ASKED QUESTIONS:

When will Indiana Humanities resume sending shipments?

Indiana Humanities will resume kit shipments on **Friday, July 3**, in line with Stage 5 of the *Back on Track Indiana* plan. This means that any shipment with a **pickup date prior to July 14** has been cancelled (which has already been communicated to affected users) but that any pickup date including and after July 14 will be sent so long as the pickup library is open for receiving InfoExpress shipments.

Were my reservations that were cancelled during the Novel Conversations closure rescheduled for a future date?

No, any kits that were cancelled will not be rescheduled. Users can reschedule any cancelled kits for future dates on the KitKeeper portal.

How do I cancel a kit reservation I no longer need?

To cancel an upcoming reservation that you no longer need, please email Bronwen Carlisle at bcarlisle@indianahumanities.org with the details.

If my pickup library is not open, will I be notified that my kit was not sent? Will it be rescheduled if it is cancelled?

Yes, if for some reason a kit cannot be sent (either because the receiving library is not yet open for courier deliveries or the kit is otherwise unavailable), Bronwen will send an email detailing as such to the user and cancel the reservation. In the case of a closed pickup library, the kit reservation will not be rescheduled. As with all cancelled kits, the affected user will need to reschedule the kit on KitKeeper for a future date if it is still desired.

What if I receive a kit I no longer want? What should I do with it?

Send the kit back to Indiana Humanities through the InfoExpress courier. If you know of an upcoming kit that you no longer need, please email Bronwen ahead of time with this information (bcarlisle@indianahumanities.org).

I still have a kit from the spring that is now overdue. May I extend my reservation and use it with my club this summer?

It is possible that you may be able to extend the reservation, but please email Bronwen to check whether this is a possibility (bcarlisle@indianahumanities.org). If you no longer need the overdue kit, please send it back to Indiana Humanities through the courier ASAP.

If I usually pick up my book kits from Indiana Humanities, may I still do this? Has the process changed?

Yes, local pickups at the Meredith Nicholson House (1500 North Delaware Street, Indianapolis, IN 46202) are still permitted. You will be notified, as usual, when your pickup kit is available, and it will be clearly marked in the vestibule. We ask that you do not touch anything else in the vestibule aside from your kit when picking up. We will make hand sanitizer available in the vestibule and request that you use it.

If I'm local to Indianapolis, may I pick up my books at Indiana Humanities instead of my pickup library?

Yes, if you would rather pick your books up from Indiana Humanities than your pickup library, that is permissible. Please contact Bronwen by email to indicate as such (bcarlisle@indianahumanities.org), and she will provide instructions. Simply changing your pickup library on a KitKeeper reservation will not appropriately flag the change to Bronwen, so you will need to also reach out to her to make the request.

Are there any extra precautions I should take when sending kits back to Indiana Humanities?

We ask that you process them in a clean and safe environment. Wash your hands and sanitize your surroundings before handling books to send back to Indiana Humanities. Upon their return, we will let the books sit for 72 hours before processing.

INDIANA HUMANITIES' PPE PROTOCOL FOR HANDLING BOOK SHIPMENTS:

Indiana Humanities will be using the following measures to ensure safe handling of book shipments.

- Return kits will sit in the vestibule at Indiana Humanities for 72 hours upon their return, as advised by the State Library.
- Bronwen will use appropriate PPE materials when handling return shipments and preparing outgoing shipments, including a mask, gloves, and disinfectant spray. She will also routinely disinfect surfaces in the library and her own workspace.
- For the time being, Bronwen will be the only Indiana Humanities staff person handling the contents of shipments and returns, and she will carefully monitor her own health (taking her temperature and paying attention to possible symptoms) before handling any book kits.

TIPS FOR SOCIALLY DISTANCED BOOK CLUB MEETINGS:

If you will be meeting in person with your book club, we recommend you take the following precautions when gathering:

- Distribute books to club members safely—either through a doorstep drop-off or curbside pickup.
- If possible, meet outdoors or on a porch/patio.
- Place chairs at least six feet away from one another.
- If you are having snacks, use individually packaged snacks rather than a shared dish.
- Wear a mask.
- Have hand sanitizer available.

TIPS FOR VIRTUAL BOOK CLUB MEETINGS:

If you would rather meet virtually with your book club, here are some tips and resources for hosting successful club meetings using technology:

- Distribute books to club members safely—either through a doorstep drop-off or curbside pickup.
- Check out one of these articles online for advice on picking a virtual platform and facilitating:
 - *BookBub*: [How to Host a Virtual Book Club: 7 Important Tips](#)
 - *Country Living*: [How to Host a Virtual Book Club](#)
 - *Bustle*: [10 Tips for Hosting a Digital Book Club](#)
- Stay tuned for information from Bronwen about an **instructional webinar coming in early July**, which will help guide Novel Conversations users through successfully hosting virtual book clubs.