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Disinfecting bibliotheca products

Quick guide for disinfecting bibliotheca products in response to the Covid-19 pandemic

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1 Cleaning methods for bibliotheca solutions

This quick guide describes the recommended cleaning and disinfecting procedure for bibliotheca solutions in regards to Coronavirus Disease 2019 (COVID-19). Included are recommended disinfectant products that are safe for use with bibliotheca solutions and approved by the US Center for Disease Control and Prevention (CDC) and the US Environmental Protection Agency (EPA).

This section of the cleaning guide covers all bibliotheca solutions including selfChecks, remoteLocker, smartShelf, security detection systems, mobile and staff solutions.

For details on how to clean the bibliotheca flex AMH solution, please refer to the specific section at **"Disinfecting flex AMH systems" on page 6**.

1.1 Important considerations before cleaning

- Select only non-abrasive cleaning cloths to avoid scratching touchscreens.
- Do not get liquids inside the unit. If liquids get inside the unit, have a qualified technician determine whether it is safe to power the unit back on.
- Avoid highly concentrated (70%+) alcohol, bleach or ammonia solutions, as these may cause discoloration.

1.2 Cleaning/disinfecting procedure

- Dampen a clean, non-abrasive cloth with a mild soap-and-water solution. Ensure excess moisture is squeezed from the cloth.
- Clean the surfaces and allow them to dry.
- Dampen a new clean, non-abrasive cloth with your chosen disinfectant. Ensure excess moisture is squeezed from the cloth. Or use recommended pre-dampened wipes.
- Disinfect the surfaces and allow them to dry.
- For disinfectant solutions that are safe for use with bibliotheca solutions, see below.

1.3 US CDC-recommended disinfectant solutions safe for bibliotheca solutions (excluding flex AMH)

- Household bleach solution (1/3 cup bleach per gal. of water)
- Isopropyl alcohol (70% solution)
- More info from the CDC on disinfecting procedures for COVID-19 can be found here.

US EPA-recommended disinfectants safe for bibliotheca solutions including registration No.

Clorox Disinfecting Wipes	Reg. No. 5813-79
Clorox Healthcare Bleach Germicidal Wipes	Reg. No. 67619-12
Clorox Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes	Reg. No. 67619-25
Lonza Disinfectant Wipes	Reg. No. 6836-313
Lysol Brand Clean & Fresh Multi Surface Cleaner (20% cleaner solution to water ratio)	Reg. No. 777-89
Purell Professional Surface Disinfectant Wipes	Reg. No. 84150-1
Sani-Cloth Prime Germicidal Disposable Wipes	Reg. No. 9480-12

More info from the EPA on recommended disinfectants for COVID-19 can be found here.

1.4 Do NOT use the following materials when cleaning/disinfecting your bibliotheca solutions

- K5902137 (451920612602) MDRC-1219 (TS) 18/05/2017 19 4
- Methyl or Ethyl > 35%
- Thinner or Benzine
- Strong alkali lyes
- Strong solvents
- Acids
- Detergents with fluoride or ammonia at concentration > 1.6%
- Abrasive cleaners
- Detergents with abrasives
- Steel wool, steel blades or cloth with steel threads
- Sponges with abrasives
- 409

2 Disinfecting flex AMH systems

Please follow this guide carefully to clean your flex AMH system as improper cleaning procedures and solutions (e.g. bleach) could permanently damage your flex AMH system. This guide also applies to legacy AMH devices.

2.1 General Preparation

- Fill up a squirt bottle with a **70% Isopropyl alcohol solution**. It is critical that you do not use another solution as many other cleaning solutions can damage components of the AMH system such as the bands or sorter belts.
- Use the spray bottle to moisten a **non-abrasive microfiber cloth**. Make sure the cloth is clean from dirt so it will not cause scratches. Ensure that the cloth is only damp and not dripping.

When cleaning the AMH system:

- **DO NOT** clean any of the light reflection sensors or the reflectors in the system with Isopropyl alcohol. This can permanently damage them and/or shift them from their calibrated position, making the AMH system inoperable.
- **DO NOT** spray any cleaning fluid directly into electronic components.
- **DO NOT** soak any electronic equipment with cleaning fluid.

2.2 flex AMH bookDrop

- Use the solution and cleaning cloth to clean the stainless-steel front of the device as if you were cleaning a window or table.
- After cleaning the stainless-steel front, you may use a generic stainless-steel cleaning solution to remove possible streaks.
- It is not required to power down the system during the cleaning procedure.
- It is recommended to clean the slide from the inside using the alcohol solution and cleaning cloth.

2.3 Stacking Carts and bins

- All stacking carts and bins can be cleaned in the same way as the flex bookDrop, using the relevant cleaning products to buff out any streaks. Make certain to wipe down the handles carefully.
- To clean the felt mat in the bins, spray the felt mat with a fine mist of the alcohol solution and let it dry overnight.

2.4 flex AMH patronFeeder & staffFeeder

- Before beginning the cleaning and disinfection process of the flex AMH patronFeeder & staffFeeders, make sure to power them down or hit an e-stop button to avoid conveyor belts from starting unexpectedly.
- To clean the front of the patron return, use the solution and cleaning cloth to clean the glass front of the device as if you were cleaning a window.
- To clean the computer monitor of the staff return, use the solution and cleaning cloth to clean the monitor like you would an ordinary computer monitor.
- To clean the conveyor belts, use the solution and cleaning cloth to wipe down the top section of the conveyor belt.
- When the top section has been wiped down, use the palm of your hand to slowly push the belt forward.
- As new areas of the belt become exposed, wipe them down as well.
- You can use the seam of the belt to verify that the entire belt has been wiped down.

2.5 flex AMH Conveyor Belts, bulkSeparator StartDevice, & bulkSeparator EndDevice

- Before beginning the cleaning and disinfection process of the flex AMH Conveyor Belts, bulkSeparator StartDevice, and bulkSeparator EndDevice, make sure to power them down or hit an e-stop button to avoid conveyor belts from starting unexpectedly.
- To clean the belts, use the solution and cleaning cloth to wipe down the top section of the belt.
- When the top section has been wiped down, use the palm of your hand to slowly push the belt forward.
- As new areas of the belt become exposed, wipe them down as well.
- You can use the seam of the belt to verify that the entire belt has been wiped down.

2.6 Sorters

- Before beginning the cleaning and disinfection process of the flex AMH sorters, make sure to power them down or hit an e-stop button to avoid the bands or rollers from starting unexpectedly.
- The rubber bands can be cleaned similar to the conveyor belts.
- The rollers can only be wiped from top, **do not rotate them manually** as this could cause injury.

2.7 Post-disinfection process

After the cleaning process has been completed, please:

- Ensure that all surfaces have been **completely air-dried** before switching the system back on.
    - No moisture or other residue should be visible on the system anymore.
- To turn the system back on, reset the system by either releasing the e-stop button that was pressed earlier and acknowledging that the system is ready to be turned on via the power reset button, or by using your standard power-up procedure.

3 Contact bibliotheca Support

Please be ready with your library's customer number, case number, any applicable error messages or conditions, and the product version or serial number.

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