

Alice L. Pendleton Library

Re-Opening Procedures

Library Staff

- Staff are required to wear face coverings while in library;
- Gloves are provided to staff for contact with high-touch surfaces, cleaning and disinfecting, and direct contact with patron-handled library materials that have not been quarantined for 72 hours.

Safe Handling of Library Materials

- Staff will wear gloves when handling returned materials;
- All materials will be wiped with disinfecting wipes upon return;
- All materials will be placed on a library cart for 72 hours before being available for the next loan;
- All materials handled by patrons in the library will be placed on a book cart for a 72-hour quarantine.

Library Building

- Patrons will enter by the side door and exist by the front door. Lower level door will be locked from the outside but open from the inside in case of emergency;
- Handles and surfaces will be cleaned and disinfected every 24 hours;
- Patrons will only use upstairs restroom;
- Staff will use downstairs restroom only.

Patrons

Posted on library doors:

Welcome back to the Alice L. Pendleton Library!

Please:

- Do not come into the library if you feel sick;
- Face coverings are required for staff and patron safety (following the Governor's order).
- Do not bring food or beverages in to the library;
- Limit time in the library to 30 minutes;
- Maintain physical distance (6 feet apart) in all areas of the library;
- Follow signage and library staff instructions in library for accessing library materials;

Thank you for helping keep our community safe!

Lending Services

- 5 patrons are allowed in the library at one time;
- Circulation desk will have a glass barrier between the staff and the patron;
- Patron will stand behind a 3 ft. line while waiting for materials;
- Patrons will be encouraged to limit time in the library to 30 minutes.
- Patrons and staff will not share pens, paper or other materials.

Public Access Computing

Computers are not available to the public at this time.

Library Programming

Children's Story Time

- Virtual every Wednesday morning at 10am;
- Zoom link is available on library website.

Book Group Discussions

- Held in library's back meeting room;
- Chairs placed 6 ft. apart;
- Masks required;
- Zoom link available on library website for those who wish to participate virtually.

Book Sale – July 18th to 22nd

- Held outside on the library's lower parking lot;
- Volunteers and barriers will allow 50 people into the sale area at one time;
- Staff, volunteers and visitors will be required to wear masks;
- Tables will be placed 6 feet apart;
- Hand sanitizer available;
- Masks and gloves available upon request;
- Staff and volunteers will wear gloves when collecting money.

Library will reassess at the end of August.

June 8, 2020