

Massena Public Library Pandemic Policy Safety Practices Policy

Effective Date

August 11, 2020

Application:

Patrons, personnel, trustees

Statement of Purpose

To provide staff, trustees and patrons the guidance they need to ensure the library follows recommended safety practices during various levels of patron services during a pandemic.

Policy

The Massena Public Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The safety measures in this policy have been confirmed with the St. Lawrence County Public Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York State Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Massena Public Library have the authority to enforce these measures like any other Library rules. Concerns about this policy should be directed to the Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Scope of Temporary Safety Measures

The Massena Public Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant orders.

Curbside Services Temporary Safety Practices

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

Curbside Services

- Patrons will place materials on hold through the online catalog, or they will call the library for assistance with their needs
- The patron will be notified by staff phone call or by email that their item is available for pick up during library hours
- Patron will call library staff from the library parking lot when they arrive for their pick up
- Library staff will check out their materials, place them in a bag and put it outside the door
- The library can provide printing, photocopying and laminating services
- The patron can email their document to maslib@ncls.org for printing, or they can drop off materials to be photocopied or laminated

Safety Practices

- Patron should not leave their car to pick up their materials until the staff member has gone inside the building
- Patron should wear a mask and maintain social distancing from other patrons when outside the library
- Staff members should wear a mask when delivering curbside materials outside
- The transaction between staff and patron should be no-contact
- Staff will handle all dropped off patron materials to be copied with gloves on
- Completed copies will be placed in a bag and put outside the library for patron pick up
- Staff will not take coins from patrons. Any paper money payment for completed work should be placed in the book drop
- All returned library materials should be placed in the exterior book drop

In-Building Services Temporary Safety Practices

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

In-Building Services

- Patrons will call the library to set up an appointment to enter the building
- The number of patrons in the library building is limited to a maximum of 10
- Patrons will enter the building on the hour and may remain in the library for one half hour with an exception for patrons using the computer lab, which may be used for one and one half hours.
- Two computer stations will be available in the lab. Patrons will make an appointment for computer use. Computer sessions will be limited to one and one half hours
- The Warren Room will be closed to the public
- Patrons will not have access to newspapers and magazines
- Chairs and toys will be removed

Safety Practices

- Patrons must wear a mask and maintain at least six feet of distance between themselves and others in the building
- A sanitation station with hand sanitizer and disinfectant wipes is in the front lobby
- Patrons must place any item they have touched but do not wish to check out in the bins near the stacks
- High touch areas in the library will be disinfected between patron appointments
- Computer keyboard and mouse will have disposable covers that will be changed between patrons
- Plexiglass barriers are installed at the circulation desk where maintaining six feet of physical distance between employees and patrons is impossible
- Curbside services are available and encouraged for patrons who are at risk
- When checking out patron materials staff will not touch their library card or books/DVD's. Patron must hold items to be scanned
- If it is necessary to touch patron library card or money, gloves will be used
- The library will be posted with signage directing a one-way flow and six feet indicators
- All returned library materials should be placed in the exterior book drop

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Approved: August 11, 2020, by the Massena Public Library Board of Trustees

Revised:

Reviewed by/on: