

Massena Public Library

Pandemic Policy

In-Building Services Policy

Effective Date

August 11, 2020

Application

Patrons, staff, trustees

Statement of Purpose

In-Building Services allows the library to offer patrons limited services inside the building. With patron and staff safety as a priority safety procedures are in effect to avoid the spread of infectious disease. This service will give patrons an opportunity to browse the library collection and use the public computers for a limited period of time.

Policy

- The number of patrons in the library building is limited to a maximum of ten (10)
- The number of patrons using computers is limited to a maximum of two (2)
- Patrons may remain in the library for one half hour
- Two computer stations will be available in the lab
- Patrons may utilize the computers for one and one half hours
- The Warren Room and all meeting rooms will be closed to the public
- Patrons will not have access to newspapers and magazines
- Chairs and toys will be removed
- Patrons will enter through the front door and exit through the side door

Book Donations

The library will not be accepting book donations

Disinfecting Materials

Returned items are quarantined for 96 hours before being cleaned with a disinfectant wipe and re-shelved or released for patron holds.

Safety Precautions

The library will take every step possible to ensure the safety of staff and patrons and will follow all safety protocols and guidance provided by the state and local health departments. It is expected that patrons follow any and all safety measures that library staff put in place. This may include, but not limited to social distancing, mask wearing and remaining at home when sick.

Procedures for Using In-Building Services

- Patrons will call the library to set up an appointment to enter the building
- A sanitation station with hand sanitizer, disinfectant wipes and gloves will be available in the front lobby
- Patrons must place any items from the collection that they have touched, but do not wish to check out, in the bins by the stacks
- High touch areas in the library are disinfected between patron appointments
- Patrons will be encouraged to make an appointment for computer use
- The computer keyboard and mouse have disposable covers that will be changed between users.
- Plexiglass barriers are installed at the circulation desk where maintaining six feet of physical distance between staff and patrons is impossible.
- 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
- Curbside services are available and encouraged for patrons who are at risk or who do not want to come inside the building

Returning Library Materials

Library materials will be returned in the walk-up book return at the front of the building. Staff will not take items directly from patrons.

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

Revised:

Reviewed by/on: