

Stage 4 Guidelines for Patrons

Starting November 3, 2020

The library is open to the public during the following hours:

- Monday, Tuesday, Thursday and Friday 10 a.m. – 6 p.m.
- Wednesday from 1 p.m. – 6 p.m.
- Occasional Saturday hours posted on the website and on the library road side sign.

In addition the library offers curbside pick-up on Wednesday mornings from 10 a.m. – 1 p.m. with the following rules applied.

- The building will be closed to the public.
- Requests for materials must be received by Tuesday @ 4 p.m. to give the library staff time to prepare items for pick-up the next day. Requests received after 4 p.m. will be process for the following week's pick-up hours.
- Call-in requests will be limited to 3 items, Email requests will be limited to 8 items.
- Items scheduled for curbside pick-up are checked out on Tuesday afternoon so they are ready for pick-up on Wednesday morning. We will not extend an items due date if a patron fails to pick-up the items on Wednesday morning.
- ILL items will not be checked out during curbside pick-up; unless the staff is notified by 4 p.m. on Tuesday that the items will be picked –up during curbside pick-up.
- All standard circulation rules apply to curbside pick-up borrowing.

We can only admit a limited number of patrons into the building at this time.

Library visitors must wear masks to enter (see mask guidelines for further details).

Materials must be returned via the drop-box before entering the building

Patrons are limited to **45-minutes** in the library to reduce exposure.

Practice social distancing throughout the building

Children under 12 must be supervised at all times

Public computers are available for **35-minutes** per person.

Printing and faxing are available.

Patrons can make their own photocopies, but the staff cannot handle your documents at this time.

Seating, study spaces, and toys have been removed in order to reduce exposure

Please don't linger; select your materials and proceed to the check-out.