



## Library Policy Changes During Coronavirus Pandemic

### Phase 3: Expanded Opening

#### **Adjusted Hours of Operation:**

- Summer hours begin June 1, 2021:
  - Monday: 10:00 am – 7:00 pm
  - Tues – Sat: 10:00 am – 6:00 pm
  - Sunday: Closed
- Curbside pick-up is available from 4:00 PM – 5:50 PM Monday- Friday & 2:00 -3:50 PM on Saturday. (See Curbside Pick-up below).
- Summer 2021 programming will be offered in a variety of options. Please check the library's website (<https://www.cityofmitchell.org/Library>) for detailed information.

#### **Facility Changes**

- If vaccinated, staff have the option to wear facial coverings when working in public spaces or when interacting with the public.
- Phones, pens, and pencils will not be provided for public use.
- The community rooms are not yet available for the public to rent or use.
- The Archive room is available by appointment.
- The book sale continues in the main hallway.
- Beginning June 1, the teen room will be open, but without computers being available.

#### **Patron Guidelines**

- Patrons are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines).
- Per CDC guidelines, patrons who are not vaccinated for COVID-19 are expected to wear face masks in the library, and are asked to follow the CDC guidelines for personal hygiene including frequently washing hands. Patrons who are vaccinated for COVID-19 do not need to wear masks.
- Patrons are asked to use hand sanitizer before entering main library area.
- Patrons may check out books and/or use computer.
- Anyone under the age of 14 must be accompanied by a parent or guardian.

#### **Access to Computers/Electronics**

- Available computers will be placed 6 feet apart.
- Computer use is limited to 60 minutes, one time per day.
- Only one patron allowed at each computer (the exception to this rule is that anyone under the age of 14 must be with parent or guardian while at the computer).
- Computer peripherals will be cleaned after each use.
- Printing and copying are available, but a 6-foot distance must be maintained during all transactions.
- Computer assistance will be available.

## **Periodicals**

- Newspapers and magazines are available to the public.

## **Curbside Pickup**

How the service works:

1. Visit our online catalog and place a hold on an item. (Directions will be provided for patrons.) Staff will be alerted of the holds and will collect the materials. Phone requests are available as needed.
  - Curbside requests are limited to 10 available items per card
  - Staff will notify you if any materials are unavailable
3. A staff member will call and let you know when your items are ready.
4. Pickup is available from 4:00 pm to 5:50 pm Monday- Friday or 2:00 – 5:50 PM on Saturday (Special arrangements may be made for pick-up)
4. When you arrive at the Library, please return your current materials to the book returns on either side of the building. Return to your vehicle and call the library at 605-995-8480. Please tell us your name, your location, and that you are here to pick-up your library materials.
5. Library staff will bring your materials to your vehicle.