

# PATRON EXPECTATIONS AND SAFETY GUIDELINES

Hours and access vary	Contact your local library for details
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## FACILITY ACCESS

- Total number of people in a facility is limited to provide for social distancing
- No extended stays or social gatherings are permitted, and patrons may be asked to leave after one hour if others are waiting to enter the library.
- Seating has been arranged to provide sufficient distance between patron workspaces

## PATRON EXPECTATIONS

- Per CDC and County Public Health guidelines, the use of cloth face coverings is strongly encouraged
- Patrons are strongly encouraged to wash/sanitize their hands upon arrival at the library
- Patrons who are visibly sick or coughing/sneezing excessively may be asked to leave the library
- Patrons must maintain social distancing of six feet at all times
- Public computer sessions will be limited to provide equitable access for all patrons
- Library meeting rooms are closed to the public.
- Unattended children are not allowed in the library (see "Children's Safety" policy)
- Patrons are encouraged to call ahead of their visit to arrange for library staff to gather requested materials whenever possible

## COLLECTION / CIRCULATION / EMPLOYEE PROCEDURES

- Employees are strongly encouraged to use cloth face coverings in public areas and while interacting with the public
- Employees are strongly encouraged to regularly wash/sanitize their hands
- Patrons are asked not to hand over their physical library card when checking out materials. Instead, library staff will look you up by name and confirm with address, phone number
- Circulation and reference services will be conducted from the designated workstation behind the plexi-glass shield
- One-on-one computer assistance may only be conducted while observing six feet distance between the employee and the patron, and is subject to the availability of limited staff
- Patrons are strongly encouraged to leave items you may have removed from shelves but not checked out on the designated carts throughout the facility
- All returned materials will be quarantined for a minimum of 72 hours before check in and shelving
- Public computer stations will be wiped down by staff immediately following each use