

Mondovi Public Library Phased Reopening

Phase One

The library will open on June 1st, 2020 with modifications.

- **Library Hours**
 - The library will be open for business Monday-Thursday 10 am – 6 pm and Friday 12 pm – 3 pm.
 - The hours are extended from our normal service hours as an attempt to mitigate the amount of people in the building at one time. By offering more hours, customers can spread out their trips.
- **Returns**
 - All returns must be put into the outside book drop. No returns will be accepted at the circulation desk or directly by a librarian.
 - Materials will be taken out and placed into a “returns quarantine” area for 48 hours before check in.
 - There will be no overdue fines at this time.
- **In the Library**
 - No more than 10 people will be allowed in the library at one given time, this number includes staff.
 - A green or red sign will be placed in the front door. When green, customers may enter as we have not reached capacity, when red we ask customers to wait until someone leaves the building.
 - All persons will be encouraged to practice social distancing, including standing six feet from another person and other health department recommendations.
 - Customers are encouraged to limit their trips to the library. This means we encourage one person per household come to obtain materials from the library, and that they take out a variety of items to require fewer trips to the library.
 - The library will allow browsing of shelves and conducting business but will not allow people to “hang out” at the library. Hanging out includes reading the paper/a magazine/a book; playing games on the computer or tabletop; sitting around on a personal device; studying; etc.
 - The Library will not be offering the use of a public bathroom.
 - Staff and customers are encouraged but not required to wear a mask when in the library. Actions have been taken to ensure social distancing protocol and sanitization procedures are in place, therefore, wearing masks is optional, but still recommended.
 - Any customer or staff member who appears to be sick will be asked to leave the library and return when they are feeling better. The Library reserves the right to make the determination on whether or not a person appears to be sick.
 - All brochures, fliers, bookmarks, etc. will be taken down inside the library.
 - No acceptance of cash or check payments for fines or fees will be accepted at this time. Customers who choose may pay fines or fees online with a credit card

through the online catalog. Our fine limit for checking materials out will be waived on overdue fines only while we are not accepting direct payments.

- **Checking Out Materials**

- *Inside the Library*

- Customers can browse the library collection to make selections. When they come to check out, staff will not be taking their materials or library card from them, instead we have rearranged our circulation desk to temporarily make it more “self-serve”. The scanner will be facing the customer, who will then scan their card, and the barcodes of their items when indicated by the librarian. Any renewals or other account information will be handled on the computer by the librarian. This will be done to reduce cross contamination by handling of items.

- *Curbside Pick-Up*

- Those who do not yet feel comfortable coming into the library to browse for items may still request items for curbside pick-up. We will not require appointments for curbside pick-up, but customers are advised to call the library when they arrive to make sure they are noticed by staff.

- **Holds**

- *Requesting Items*

- We encourage customers, when possible, to use the online catalog to place holds and request materials. It is a better and more efficient way to prepare your items.
 - Customers who are unable to use the online catalog may contact the library via email or phone call to request items.

- *Hold-Shelf Pick-Up*

- Items on hold will temporarily be placed behind the circulation desk. This will be done to ensure fewer people are handling the materials. Customers with a book on hold may ask for that item at the circulation desk or may call ahead to request curbside pick-up.

- **Computer/Internet Use**

- The library will only be allowing the use of one desktop computer and one laptop computer station. Appointments can be made to use the computers by phone, email or in person. If there is no appointment the computers can be used on a first come first serve basis. All computers must be sanitized between users.
 - There can be no “gathering” around the computer stations. Only one person may be on the computer at any one time.
 - Technology help including but not limited to help on the computers or using a personal device will be limited in order to practice social distancing and when at all possible will be conducted virtually or over the phone.

- **Printing/Copying/Faxing**

- The library will still offer printing, copying and faxing services. Please note that these machines cannot be fully sanitized due to damage that may incur on the

screen from cleaning. Therefore, these services are now “at your own risk” and we discourage unnecessary use.

- **Programming**
 - All programming in person is cancelled until further notice.
 - The Summer Reading Program will still take place, but with modifications to be a mostly independent program.
- **Cleaning**
 - Every hour high-touch surfaces such as the circulation desk, door handles, railings, etc. will be sanitized by staff.
 - The library will be cleaned daily after closing.

The Library will continue to open gradually when it is practically and responsibly possible. We will prioritize the health of staff and the community by using guidance provided by the state, Winding Rivers Library System, Department of Public Instruction, Buffalo County Health Department, and local officials. We will be data-driven, not calendar-driven, so we do not have specified dates for further opening phases at this time. Should it become unsafe for customers or staff to continue in-person services, further modifications may be put into place.

If the Library has been exposed to COVID-19 through customers or staff:

- The library will close for 48 hours and CDC disinfection recommendations will be performed:
 - CDC Guidelines:
 - Wait 24 hours before cleaning or disinfecting, if 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by a person who is sick.
 - Vacuum space if needed