

LIBRARY RE-OPENING PLAN

Phase 3	<p>GRAB & GO SERVICES Wednesday, September 16 <u>Dedicated Time for Vulnerable People</u> Monday – Thursday, 10:00a-10:30a</p> <p><u>General Public</u> Monday – Thursday, 10:30a-9:00p Saturday, 10:00a-5:00p Sunday hours suspended for the duration of COVID-19 protocols.</p>
Building Access	<p>Wearing masks required per Township policy (based on Executive Order)</p> <p>Building will be open to the public for regular hours of operation. Access to the Circulation Lobby only.</p> <p>Capacity limited to 10 persons, including staff.</p> <p>Dedicated Time for Vulnerable People (ages 60+, pregnant women, and those with chronic conditions): Monday – Thursday, 10:00a – 10:30a</p>
In-Library Services	<p>Due to capacity limit of 10, patrons are asked to visit the Library quickly and efficiently to</p> <ul style="list-style-type: none"> • Return materials (Entryway drop off for quarantine) • Pick up/check out holds or materials retrieved from books stacks • Make photocopies (coin or \$1 bills only) • Get or renew library cards • Resolve issues with library accounts • Use public access computers (total of 3). Session – 45 minutes, maximum 90 minutes/day. Waterford and Lake Angelus cardholders given priority. Appointments recommended. Printing: 10 pages maximum, no charge. <p>NOTE: All computers are fully self-service at this time. Due to social distancing requirements, staff are not able to provide any form of hands-on computer assistance.</p> <ul style="list-style-type: none"> • Reference service, including librarians pulling items from the collection for checkout. (Book stacks closed to the public.) • ACCESS TO FAMILY RESTROOM ONLY. <p>Social distancing and all safety guidelines will be followed.</p>
Curbside Pick-up Service	Curbside Pick-up service for materials on hold continues. Service hours: Monday–Thursday, 11:00a-6:00p, Saturday, 12:00p-5:00p
Returns	The outside book returns are open 24/7. Returned items will be quarantined for 96 hours before being discharged from your account. Overdue fines suspended at this time.
Programs	All programs are virtual for the foreseeable future.
Cleaning	Daily cleaning and disinfecting of all high touch areas will be conducted.

Phase 4	LIBRARY FULLY OPEN to public with EXTRA PRECAUTIONS – Date TO BE DETERMINED
Building Access	Wearing masks required per Township policy (based on Executive Order) Building will be open to the public for regular hours of operation with Sunday hours, 1:00p-5:00p, restored. Includes access to the collections.
In-Library Services	Based on State of Michigan guidelines, Library services for the general public are provided on a limited schedule to accommodate periodic sanitizing and social distancing. This may include limiting the number of persons at one time. Patrons will be asked to visit the Library quickly & efficiently (30 minutes or less) to find and check out materials, make photocopies, and get help. Social distancing and all safety guidelines will be followed. <ul style="list-style-type: none"> • Additional computers available for use by appointment or drop-in, 45 minutes maximum. Limit of 2 appointments/day. • BOOK STACKS OPEN with 1-way traffic restrictions in each aisle to maintain social distancing. • Public restrooms in entryway open, limit of 1 person at a time. • STUDY ROOMS CLOSED. • MEETING ROOMS CLOSED
Curbside Pick-up Service	Curbside Pick-up service for materials on hold continues. Service hours: Monday – Thursday, 11:00a-6:00p, Saturday, 10:00a-5:00p
Returns	The outside book returns are open 24/7. Returned items will be quarantined for 96 hours before being discharged from your account. Overdue fines suspended at this time.
Programs	All programs are virtual for the foreseeable future
Cleaning	Daily cleaning and disinfecting of all high touch areas will be conducted.
Phase 5	LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled. DATE TO BE DETERMINED