

LIBRARY RE-OPENING PLAN

Phase 4	<p>LIBRARY COLLECTION OPEN to public – Monday, March 22</p> <p>GRAB & GO SERVICES Continue <u>Dedicated Time for Vulnerable Visitors, (ages 60+, pregnant women, and those with chronic conditions)</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 MDHHS Emergency Order) Social distancing and all safety guidelines will be followed.</p> <p>Building will be open to the public for regular hours of operation. Access now includes the book stacks and magazine room for browsing and selecting items for checkout.</p> <p>Capacity limited to <u>70</u>. Patrons are asked to visit the Library quickly & efficiently (30 minutes or less) to find and checkout materials, make photocopies and get help.</p>
In-Library Services	<p>Based on State of Michigan guidelines, Library services for the general public are provided on a schedule to accommodate periodic sanitizing and social distancing. This includes limiting the number of persons at one time.</p> <p>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.</p> <ul style="list-style-type: none"> • Additional computers available for use. Session – 45 minutes, maximum 90 minutes/day. Appointments recommended. Printing: first 5 pages free, \$.25/page for each additional page. 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. • BOOK STACKS and MAGAZINE COLLECTION OPEN. As noted on signs on the ends of the aisles, patrons must maintain the required 6’ social distancing in each aisle. • Public restrooms in entryway open, limited to 1 person at a time. • STUDY ROOMS CLOSED. No study tables available at this time. • MEETING ROOMS CLOSED. No study tables available at this time.
Curbside Pick-up Service	Curbside Pick-up service for materials on hold suspended until weather conditions and available daylight hours make it feasible to resume.
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