

LITTLE FALLS PUBLIC LIBRARY -- COVID-19 POLICY – PHASE 2

Addendum to Patron Code of Conduct

Phase 2 (No more than 25% of normal capacity will be allowed in the building at any one time, which is 25 patrons)

- Patrons will be required to wear face coverings as per Executive Order #157. Nose and mouth MUST be covered for the duration of their stay in the Library. Staff will be required to wear face coverings and gloves are optional. If a patron has no mask, we will ask them to leave and offer curbside service, if applicable.
- Curbside pickup for requests are through the online catalog (www.palsplus.org) or by phone (973-256-2784) from 11 am – 8 pm.
- We encourage patrons to use digital collections (Hoopla and Libby/OverDrive) and our online databases.
- Children over the age of 10 who need books or the use of a public computer are allowed in without adult supervision for no more than 30 minutes. There will be no loitering. Any child under the age of 10 must be accompanied by an adult.
- There are 5 public computers available. They are on a first come, first serve basis. Patrons must sign up at the front desk and are allowed 30 minutes. If no one is waiting, we may extend the time. Patrons are given disinfectant wipes provided by the Library to clean the keyboard and mouse before and after use.
- The Library will continue to hold virtual and outdoor programming, weather permitting, with social distancing adhered.
- Disinfecting returned items. Quarantining items for a day or two in back room.
- Promote fine-free returns.
- Patrons stand 6 feet away from front desk. Floors are marked with distance markers and Plexiglas has been installed around front desk.
- Limited reference help if social distancing can be achieved but if not, promote assistance via email, chat service and phone.
- No one-on-one technology/computer help.
- Scan library card with hand held scanner, no touching of cards. Staff can also scan items without touching if patron can open item for us.
- One circulation computer will be used for checkout.
- Staff cleans front desk, computers, and phone often as staff interchange and clean after each patron.
- No shared materials such as patrons asking to borrow pens, staplers, etc.
- No newspapers.
- No notaries.
- One restroom will be locked for staff use only while the other one will be open for the public. It will be unisex and they will be responsible for cleaning after themselves with provided disinfectant items.
- Furniture has been removed to accomplish social distancing.
- Hand sanitizing stations are provided.

Si desea ver esta política en español, comuníquese a un miembro del personal, ¡gracias!

Adopted and approved by the Board of Trustees, May 14, 2020

Edited by the Policy Committee, August 3, 2020