

COVID-19 INFORMATION

COVID19 Compliant Procedures

Guidelines for Holden Municipal Library

General

- Limit the amount of browsing by calling in your order, only take items off the shelf if you plan to check them out max of 20 minutes in the library.
- Curbside will be available if Library members do not want to come into the library.
- It is mandatory that library members wear masks when visiting the library
- masks available for library members to use.
- Appointment only make every 20 minutes.
- Drop off items can leave in bin between the doors no appointment required.
- Library members Do not re-shelve items once taken off shelves. Put in bin and will be quarantined for 7 days
- Specific hours of service Public hours would be Tuesday for 1:00 p.m. – 5:00 p.m. (will see how the first month goes then open more hours later)
- Picking up books for other people in your household is permissible if arrangements are made in advance
- Follow good hygiene practices including washing your hands often, cover coughs and sneezes with a tissue or your elbow and avoid touching your face with unwashed hands
- No reusable bag is aloud in Library
- Stay home if you experience any symptoms of illness

Distancing Measures

- The number of people onsite at any one time will be limited to one pre person or a family browsing for books and one on the computer if family two on computer.
- Social distancing will be enforced
- Access to computers via appointment only with 30-minutes in between
- Furniture has been placed to allow for social distancing. Plastic chairs will be placed in library Extra furniture will be moved out of the library.
- The two meters social distance must be maintained by all staff and library members
- No one under the age of 16 allowed in the library.

Cleaning and Restricted Items

- Computer stations unit will be cleaned after each use. Put Cling wrap on keyboard, plastic chair for easy to clean.
- sanitizing, drop off box, tables and chairs