**Rockwell Falls Public Library**

***Formerly Hadley-Luzerne Public Library***

**Library Startup Plan**



**This draft has been carefully considered by the Library Board, the Library Director, and the Library Staff. Please note that this plan may be subject to change contingent on the guidelines and executive orders set forth by our state and local authorities. The public will be advised of any changes as needed.**

*Please understand we are taking the health and safety of library patrons very seriously. We have devised a four-step start-up process to protect both our library staff and the members of our service area. We ask for your understanding and patience as we work with you to slowly bring our library back to a pre-Covid working capacity.*

* *Please note that these phases do not yet have an allocated amount of time. We are waiting on guidance from the Southern Adirondack Library System and the State of New York Department of Health.*

**Phase 1**

*No public allowed in building, library workers only.*

* Library workers only will be allowed in building to clean and prepare for delivery service to start again. No more than three workers will be allowed in building at one time. All workers are expected to wear PPE (face mask, face shield, and rubber gloves) and keep a six-foot distance as much as possible.

**Phase 1a**

*Library workers only in building.*

* Once Library delivery services via Arnoff begin staff will work to get books checked back into the collection and ready returns to be sent to receiving libraries. No more than three staff will be allowed in building at one time.
* Public will be required to leave all returns in our book drop area.
* Book returns which belong to our collection will be quarantined in rubber storage bins for a length of no less than 72 hours before they are re shelved.
* Returns that are heading to other libraries via the delivery service will also be quarantined for no less than 72 hours before being sent (unless otherwise instructed via SALS).
* Library workers will wear gloves at all times when they are handling returns.

**Phase 2**

*Library staff only allowed in building.*

* Library will begin to conduct a contactless curbside book collection service for holds. Patrons will be instructed to reserve books online or via phone. They will be informed when the books are available to collect.
* *Patrons can reserve materials for curbside collection via telephone on Wednesdays and Fridays from the hours of 9:00 am – 3:00 pm. 24-hour online reserve service is also available. Please note that at this time only in-house materials (materials belonging to our library will be available for pick-up, as the Interlibrary loan service has not starting up).*
* **Curbside collection of materials will run Tuesdays and Thursdays and from 10:00 am – 4:00 pm and Saturdays from 10:00 am – 2:00 pm**
* Staff will wear PPE and patrons collecting materials will be asked to wear face coverings. They will be encouraged to keep a six-foot distance from each other.
* Patrons will be asked to reserve a time to collect their items. (We are asking this as there is very poor mobile phone service in the area and it may not be plausible to expect patrons to phone when they arrive.)
* When patrons arrive, they can collect their items at a table set up on the library front porch. Materials will be packaged in a brown paper bag with a checkout receipt stapled to it.
* If a patron as mobility issues they should let us know in advance and we can bring the items out to place in the trunk of their car.

**Phase 3**

(Curbside service will still be active for those that are more comfortable. Elderly and vulnerable patrons will still be encouraged to use curbside collection of materials.)

**ADA**

In the event, any safety requirement is not practicable on the basis of a disability, please contact Courtney Keir, Library Director, to explore a reasonable accommodation.

*Public allowed in building on* ***limited basis****. Stacks will be closed and no browsing will be allowed. No more than 10* ***people*** *in building at once. Patrons might be asked to wait outside until there is capacity.*

* Public PCs will be available for 30 min sessions.
* Library will be open Tuesday, Wednesday, Thursday, Friday and Saturday from 10:00 am –5.30 pm.

**Phase 4**

*Library will be open to the public. Our library will resume a normal operating schedule. That schedule will be based on our* ***new re-charter service area schedule****:*

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| **9:30 am – 8:00 pm Tuesday, Wednesday, and Thursday****9:30 am - 5:30 pm Friday****10:00 am – 4:00 pm Saturday** |

Patrons will be allowed to use public PCs for one hour per day still maintaining a six-foot distance. Staff will continue to wear PPE when working at circulation desk and curbside collections.

**Phase 5**

Regular manner of library services will begin; however, we will be following any current guidelines put in place by state and local governments.