

South Plainfield Public Library Limited In-Person Service

- Beginning Monday July 20, 2020 the library will be open for limited in-person service 10:30 AM – 6:00 PM Monday – Friday and 9:30 AM – 5:00 PM on Saturdays.
- There will be a limit of 25 people inside the building at one time (including employees).
- Appointments are encouraged for all services. If you would like to be *guaranteed* entrance to the building an appointment will be required. Please call (908) 754-7885 X 3 to make an appointment. Patrons who do not have an appointment may be required to wait before they are permitted into the building.
- Appointments will be made on the hour and half hour. The first appointment will start at 10:30 AM M-F (9:30 AM Saturdays) and the last appointment will be at 5:00 PM M-F (4:00 PM Saturdays)

Patrons will be allowed into the building for the following services:

1. Use of library computers – Patrons must make an appointment to use a computer and are limited to one (1) one hour session per day. Computers will be assigned and staff will remotely log users on. Staff will only be able to provide remote assistance with computers – no personal instruction will be available. The library will provide users a pair of disposable gloves to be worn while using library computers. The library will also provide disinfecting wipes to be used to wipe down the area prior to use (please **do not** use wipes on our computer screens).

A maximum of 6 computers can be in use at one time, IF space is available, walk in appointments MAY be permitted, but *appointments are preferred.*

2. Copy, fax & notary service (**notary services will be held by appointment only – no walk in service**). The library will provide users a pair of disposable gloves to be worn while using the public copier. We request that patrons limit these activities to no more than 30 minutes. Copiers will be wiped down after each use.
3. Patrons may come in to browse the collection and checkout materials. Only one person will be allowed in an aisle to browse at a time. There will be no tables/chairs for public use. We request that patrons limit their browsing/checkout time to no more than 45 minutes.

Please note that staff will NOT be permitted to handle money, so please be prepared to use a credit card to pay all fines, printing fees, faxing fees, notary services, etc. at our self checkout machines.

- The library's entrance will be locked. When patrons arrive they will ring the doorbell. If they have an appointment they will be allowed into the building. If they do not have an appointment they will be allowed in *only if the building is not at capacity*. A designated (rotating) staff person will keep track of the number of people let into the building as well as the number of people who exit the building during the course of the day.
- All people entering the building **must wear a face mask which covers your mouth and nose at all times while in the building**. If you do not have a mask the library will provide one for you. If you are unable to wear a face mask due to health concerns, please call the library at (908) 754-7885 X 3 to make alternative arrangements.
- All people entering the building are expected to adhere to current 6' social distancing guidelines as well as follow all directional signs indicating traffic flow/spacing.
- All masks and gloves should be disposed of in a trash receptacle.
- The public access catalog will be available for patrons to use, and must be wiped down after each use.
- All minors (under the age of 18) must be accompanied by a parent or guardian. Minors must stay with their parent/guardian at all times while they are in the building.
- No one will be permitted to use any of the quiet study rooms or the meeting room.
- There will be no seating or tables for public use. All materials must be checked out and taken home.
- Restrooms will be locked and staff will permit only one person/family into a restroom at a time.
- All magazines must be checked out and read at home. Newspapers will not be available.
- All returns must be put into the OUTDOOR book drops. Returned materials will remain in quarantine for a minimum of 72 hours, so please be aware that returned items will not come off of your account immediately.
- The library will continue to offer contactless curbside services for the foreseeable future.
- All library programs will continue to be held online via Zoom.