

REOPENING POLICIES

AVALON FREE PUBLIC LIBRARY

APPROVED BY THE BOARD OF TRUSTEES OF THE AVALON FREE PUBLIC LIBRARY, JULY 9, 2020

As part of the Avalon Free Public Library and History Center's (the Library) continued response to the COVID-19 pandemic, the following policy has been developed to guide decision making for staff, patrons, and the organization. This document should be used in tandem with the Guidelines for Reopening the Library and History Center (can be viewed in the Library FAQs), which presents a phased plan for resuming services.

COLLECTIONS

- Library returns and museum donations will be quarantined for a period of 72 hours.
- Shelving should be done by gloved staff members and they should avoid being in the same area as another staff member or patrons (when the library is open to the public).
- Incoming packages and mail will be quarantined according to procedure in the Guidelines for Reopening.
- The Library is not accepting book or other item donations until further notice.
- Interlibrary loan (borrowing materials from other libraries via AFPL) is not available at this time.
- Library by Mail service is suspended. Staff will determine appropriate timing for resuming this service.

CIRCULATION AND PORCH PICK UP

- Begin with circulating materials that fit in the book drop for return, may also expand the service to offer items for pickup such as printouts and children's craft kits.
- Patrons must have received notice that their requested items are available before scheduling their pick up.
- Pickup times will be posted by the library entrance, on the website, and available by calling the library.
- A limit of 10 items per patron may be requested for pick up at a time, with only 1 pickup per day allowed.
- Patrons may pick up items from multiple cards.
- Accounts must be in good standing. The accrual and collection of fines and fees has been suspended through August 31, 2020. Lost items will still be billed.
- Patrons with overdue specialty items such as hotspots will have cards blocked if excessively overdue. Hotspots can be turned off by staff.

COMMUNICATIONS

- The Library will use the following tools to communicate with patrons regarding COVID-19 matters:
 - a. Announcements on the Library website: www.avalonfreelibrary.org
 - b. Email communications via the library e-mailing list.
 - c. Updates on our social media channels.
 - d. Press releases
 - e. Periodic mailed newsletters to all Avalon property owners.
 - f. On-site signage at both facilities.

IN THE EVENT OF AN INCREASE IN COVID-19 CASES

In the event that a public health or government source reports a regional or statewide increase in cases, the Library will respond according to the official recommendations of the CDC, Cape May County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

- Reduction of hours to accommodate reduced staff or in the event of a local increase in cases.
- Temporary Closure. The Director may temporarily close the Library and History Center under one or more of the following conditions (all policies set forth herein shall apply to both facilities):

- Public health authorities advise, request or order such a closure.
- Staffing levels are too low to operate the Library.
- If the Director determines in their reasonable judgment to do so upon advice and counsel of the President of the Board of Trustees.
- Any other conditions that prevent the Library from operating the facilities safely and effectively.
- Should a reduction of hours or temporary closure be required, Library staff will evaluate the feasibility of maintaining service through the following remote options and the Library's COVID-19 Remote Work Policy:
 - Digital Library
 - Remote Help Appointments
 - Remote Programs
 - Parking Lot Wi-Fi
 - Porch Pick Up

PATRON USE OF THE LIBRARY DURING COVID-19

PHASE 3 JUNE 22-JULY 15, 2020

- Patrons cannot enter the Library or History Center during Phase 3 of Avalon Library Guidelines for Reopening.
- Patrons may access the following on-site services:
 - Porch Pick Up for borrowing materials, via scheduled time slots.
 - Returning materials via Library book drops.
 - Exterior Wi-Fi at the Library (Our unsecured Wi-Fi is available on the porch and in the parking lot.)
- When on-site for Porch Pick Up, Wi-Fi, or History Center donations, social distancing and the use of a face mask is required.
- Available remote services:
 - Digital Library
 - Virtual Programs
 - Remote Help Tools & Appointments
 - Remote History Center item donations
- Please take note of the following details:
 - Library staff are wearing masks and following recommended hygiene practices.
 - Library materials and museum donations will be quarantined for 72 hours before being checked in.
 - Accrual and collection of fines and fees has been suspended through August 31, 2020.
 - The Library is not accepting book or item donations at this time.
 - Library by Mail is suspended.
- Communication channels for announcements and updates:
 - Library website: www.avalonfreelibrary.org
 - Digital and print mailing lists
 - Social Media

PHASE 4 JULY 16, 2020 - PRESENT

- **In addition to the services available in Phase 3**, patrons may now also:
 - Enter the Library and History Center in accordance with current capacity guidelines to:
 - Briefly browse the library collection or a museum exhibit following traffic flow and social distancing markings and signage.
 - Reserve and use a public library computer for a shortened session (when availability permits).
 - Access the scan/fax station and public copier.
 - **Patrons must wear a mask when using the Library and History Center unless the patron has a medical reason for not doing so or is a child under two years of age.**

- **If a patron is exhibiting symptoms of COVID-19 they may not enter the Library or History Center.**
- **Patrons must maintain a distance of at least 6 feet from staff and other patrons at all time.**
- **Length of visit may be limited to support social distancing and access.**
- Staff members will work on a rotating schedule to act as greeters to answer patron questions and manage patron occupancy with support from an occupancy management tool.
- Access to the Children's Room will be restricted to browsing for materials in adherence with social distancing guidelines. No computers or toys available in the Children's Room.
- Individuals under the age of 12 must be accompanied by a parent or guardian.
- No onsite tech help appointments will be available. Virtual appointments can be scheduled.
- Public seating and meeting rooms will not be available. Patrons are not permitted to sit in the library on any surface, except in an emergency or for an accessibility accommodation.
- Patrons are not to reshelve any materials. There will be book carts throughout the library for patrons to place the materials that have been handled. Staff will transfer these items to materials quarantine while wearing gloves.
- Programs will be virtual.
- All high touch areas will be cleaned during the day as per established practices and schedule.
- All restrooms will be individual (family) use.
- Newspaper subscriptions have been suspended.