



## LIBRARY REOPENING AND COVID PLAN

### VISITING THE LIBRARY

1. **Face coverings are mandatory.** It must completely cover the mouth and nose and is required for anyone over the age of 2 as per Executive Order 107. Masks, bandannas, or scarves are acceptable. Hands, shirts, or other clothing are not acceptable.
2. **Patrons can stay in the building up to 30 minutes**
3. **Maximum occupancy of 15 patrons in the building at a time will be enforced**  
If the capacity limit is reached, those patrons who have been inside the longest will be asked to conclude their visit.
4. **Children under the age of 14 may not enter the building without a parent or guardian.** A parent or guardian must be with their children at all times.
5. Anyone with a fever, cough, chills or otherwise is not feeling well or who are self-quarantining should not visit the library.
6. Please observe the social distance of at least six feet between you and other patrons or staff members.

### INSIDE THE BUILDING

1. **Seating will not be available at this time.** Please do not bring outside furniture into the library.
2. All meeting rooms are closed. No gatherings or groups are allowed.
3. Access to computers will be by appointment only and will be limited to 30 minutes, once per day. Computer assistance from the staff will be provided only if it can be done from a safe distance.
4. When possible, please browse for materials with your eyes and not with your hands. If you touch an item that you choose not to check out, please place it on the "to be re-shelved" cart so the item can be properly sanitized.
5. Our water fountains will be available only for refilling water bottles. Drinking directly from the fountain is prohibited.
6. Please frequently wash your hands or use the hand sanitizer pumps, which are placed around the library.
7. Copy service will be available. Exact change is required. If that is not possible, the staff will add the cost of your copies to your library account and it can be paid at a later date.

### HOURS OF OPERATION

#### For in person visits:

- Tuesday and Thursday from 10am-3pm

#### Doorside pickup:

- Monday/Tuesday and Thursday/Friday from 10am-4pm
- Wednesday from 10am-6pm
- Please request items through the BCCLS webpage at [www.bccls.org](http://www.bccls.org),  
OR Norwood Library email at [nowdcirc@bccls.org](mailto:nowdcirc@bccls.org)  
OR by calling the library at 201-768-9555.
- Up to 10 items per day may be requested.

### RETURNS

1. **Please return all materials in the book drop outside the library**
2. Materials will be quarantined for 3 days. Due to this policy, material will not come off your card during this time and you may receive overdue notices after returning your items. During this time, no fines will be charged for overdue items however we will continue to bill for lost items.

**PLEASE NOTE THESE POLICIES ARE SUBJECT TO CHANGE – 8/11/20**