

The library will reopen, at reduced capacity, on July 7, 2020. We cannot wait to see you!

***Anyone who has a fever, cough, chills or is otherwise not feeling well or who are self-quarantining should not visit the library.*** When entering and for your entire time inside the library, all patrons ages 2 and up, must be wearing a face covering. Face coverings that completely cover the mouth and nose are required and mandatory. Masks, bandanas or scarves are acceptable. Hats, shirts, or other clothing are not acceptable face coverings. Kindly sanitize hands upon entry at our kiosk. Here are the things you need to know about what to expect from your library experience.

### **Safety Measures and Basic Operations:**

- As a participating member of **BCCLS** you are free to use any of the 77 libraries in the system, provided they are open. However, all are required to enforce capacity limits. We would urge you to be considerate and make Cliffside Park Library your first stop and --- we miss you!
- Throughout each day we will allow the number of people into the building until we reach 25% of full capacity (effective 7/2/20 until further notice by Governor's Executive Order).
- If you need to wait outside, form a line along the railing from the front doors toward the Borough Hall. Remember to keep your distance from others when on the line. Do not crowd the stairs or sidewalks.
- Our temporary hours of operation will be 10:00am - 4:30pm on Mondays thru Fridays. The Children's Department will be closed and/or have reduced hours. Call (201-945-2867) or check our website for the most up to date hours as they may expand or be reduced.
- Staff temperatures are being taken and logged daily and filed with the borough's Public Health Nurse.
- You will notice plexiglass, antibacterial keyboard covers, the availability of hand sanitizer and the opportunity to ask for a mask or gloves (supplies limited). Please properly dispose of items in our increased number of wastebaskets and not on library grounds.
- The building will be cleaned throughout the day and deeply sanitized before opening each day. At any point throughout the day, patrons may be instructed to vacate the building or a particular area so that library staff can clean and disinfect.
- Due to the rules and regulations in place to curb the spread of Covid-19, we encourage all children to visit along with a parent or guardian to supervise them. Our unattended child policy can be found [\*\*here\*\*](#).
- Please observe the social distance of six feet between you and the staff and you and your fellow patrons.
- If the capacity limit is reached, those patrons who have been onsite the longest will be asked to conclude their visit.
- Our water fountain will be inaccessible.
- Our bathrooms will follow capacity restrictions. The Children's Department restroom will be closed. Please see a staff member if you need access to the baby changing table. Please remember to wash your hands!

## Reduced Contact Options:

- Because we need to limit the number of patrons that will be allowed inside the library at any time; calling (201-945-2867), emailing (clpkcirc@bccls.org), or **live chatting** with us are recommended before you and your family visit. This gives us the opportunity to expedite some services before your arrival.
- Email **reference@cliffsidepark.bccls.org** for reference, help with our online services or book requests.
- You can **apply** for a library card online, view your **account**, pay balances and renew your items all without a visit to the library.
- We encourage you to continue attending our fantastic virtual programs, using our e-materials and our online databases.
- If you are not yet comfortable visiting the library and you have items that need to be returned or delivered, please contact us and we can assist you. If you prefer to be met at the door, rather than entering, we would be happy to make those arrangements. And please let us know in advance if you will be sending someone in your place to pick up your items.
- Continue to use our bookdrops as much as possible! Since the bookdrop is open, items will only auto-renew in cases where no holds exist. Please keep an eye on due dates. Thank you in advance for your cooperation with our book drop procedures which can be read **here**.
- No fines will be charged for late items however we will continue to bill for lost items. Items being returned will be quarantined for 72 hours so you will not see your returned item come off your card immediately. You can check your account **here**.

## During Your Visit:

- At this time only local borrowing is available. As more libraries open up, lend and send services will be activated. More details and library hours can be found **here**.
- When possible 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 reshelved” cart so the item can be properly sanitized.
- For your safety we recommend you take only the time that is necessary to use our services and while at our help desks. If this is not adhered to we may have to implement time restrictions on these services.
- To accommodate everyone, please limit your time to 30 minutes when sitting on chairs and at tables, using our WiFi and browsing our shelves. All seating has been spaced at least six feet apart. Tutoring is prohibited as per our tutoring **policy**.
- Our outdoor seating is available and is within range of our WiFi. While face coverings are not required outdoors, if both tables are occupied, we suggest the use of a face covering. The 30 minute usage time, mentioned above, applies. Don't forget a hat and some sunscreen!
- Outside furniture may not be brought into the library.
- All meeting rooms are closed. No gatherings or board meetings.

- There will be less computers available due to spacing requirements. Therefore, computers can only be used once per day for 30 minutes with the possibility to extend the session for an additional 30 minutes - don't forget your library card! You can make a computer reservation while on-site. Only one guest pass per person, per day will be provided. Assistance from staff will be provided at a safe distance.
- Copiers, scanning and faxing will be available. Assistance from staff will be provided at a safe distance.
- Notary services are available but you must call ahead or use Calendly to schedule an appointment. Walk-ins may not be able to be accommodated.
- As museums reopen we will activate our **passes** for check-out. Contact a member of our staff for more information.
- If there is a line to check-out materials, we ask that you opt to use our self check-out station or our new mobile check-out service.

### **Programs:**

Adult's and Children's programs will only be offered virtually for the foreseeable future. We have some amazing programs so visit our Facebook and Instagram page for more information! **Sign-up** for our e-newsletter for real time updates.