

PERRY PUBLIC LIBRARY

70 N. Main Street

Perry, New York 14530

PHONE (585) 237-2243 FAX (585) 237-2008 WEBSITE perry.owwl.org

Jessica R. Pacciotti, Director

Make It Part of Your Day

E-MAIL: jpacciotti@pls-net.org



CONTACTLESS CHECKOUT PLAN

The Perry Public Library has adopted this Contactless Checkout Plan to establish procedures to safely circulate materials during the COVID-19 pandemic.

Precautions will be taken to reduce as many library touchpoints as possible and social distancing guidelines will be strictly enforced. However, with much still unknown about this virus, the safest way to access the library is through its electronic resources including ebooks, audiobooks, and magazines.

GENERAL GUIDELINES

- All staff must wear PPE when handling library materials
- All patrons must wear masks/face coverings when entering the library/holds Pickup Area/coming in proximity of library staff and other patrons
- Social distance guidelines of 6 feet between all individuals will be enforced at all times
- Return items should be placed in the Book Drop only
- Items cannot be sent to/from other libraries
- If you need a library card, please call the library to make arrangements

STAFF PROCEDURES

- Gather holds/patron requests and check out items to the patron's library card
- Holds should be bagged with the patron's name attached to the outside. If bags are not available, items need to be wrapped in a way that covers the titles to protect patron privacy.
- Call the patron to let them know holds are ready for pick-up. Patrons will choose a timeslot where they can retrieve the items. Staff will mark the scheduled pickup on the Library's calendar if it is outside of their current shift.
- Staff should make sure to keep the number of people scheduled to pick up materials to four or less in an hour long window.
- When patrons arrive they will park in the designated area and call the staff. Staff members will bring the bagged materials out to the patrons car while wearing gloves and a mask.

PATRON PROCEDURES

Placing items on hold

- ***Use our online catalog to place a hold on the items you want.***
- Only local items will be available.
- You will be notified via phone when your holds are ready for pick-up.

OR

- Call the library to have items put on hold.

Approved by board 7/6/2020

- Only local items will be available.
- Provide your library card #.
- You will be notified via phone when your holds are ready for pick-up.

ONGOING USE EVALUATION

The health and safety of the library staff and community is the top priority. Parts of this plan may be modified as more information regarding COVID-19 becomes available from the NYS Department of Health, CDC, OSHA, and local agencies.

Patrons refusing to abide by the procedures laid out in this plan may be subject to the corrective action steps as outlined in the library's Code of Conduct.

This plan will be followed until the public health threat posed by COVID-19 has been completely eliminated. Questions and concerns should be brought to the Director.