

The Indiana State Library has asked public libraries to put forth a policy to begin offering limited essential services when the governor releases the stay at home order. Most recommendations from the governor's staff, American Library Association, Board of Health and the CDC suggest some or all of the following, realizing that each library has different needs and health concerns. This is a working policy and is subject to change given the circumstances.

May 4 – May 23 (Indiana Stage 2)

Phase 1 – Only CURBSIDE and Appointment Only Computer Usage will be offered.

- Tuesdays and Thursdays 10 am – 5pm
- Call ahead/ Curbside pickup available
- Document services available upon request (by call/email and we can copy and fax documents without patron coming into the building.
- Evergreen Indiana, SRCS, and interlibrary loan will be available for the public (*Beginning May 11*)
- No meeting room usage
- No in-person programming. Virtual story/craft times will continue. Drop-off SRP programming will beginning May 15.

Social Distancing/Sanitation Measures:

- Staff is recommended to wear masks and wear gloves depending on the task.
- Maintain social distance between staff and patrons.
- Staff will sanitize computer after each use.
- Hand sanitizer, Clorox wipes, and gloves will be available for public use.
- Staff must sanitize before and after each transaction.
- All materials checked out during this time must be placed in a large ziplock bag with the patron's name visible.
- All returned materials must be placed in the drop box. Staff will check the box twice daily. Materials that are returned must be placed in a plastic tote/ziplock bag and marked with the returned date. Materials must be quarantined up to 72 hours and then wiped down with Clorox wipes before checked in.

May 24 – July 4 (Indiana Stage 3/4) [Tentative]

Phase 2 – Enhanced Essential Services

- Extend to regular hours.
- Continue call ahead/Curbside pickup.
- Continue document services (by call/email and we can copy, print, and fax documents without patrons coming into the building)
- No patron limits, but social distancing still in effect.
- Meeting rooms will be available. Meeting room attendees must maintain social distancing requirements.
- Gym usage will be available. Gym attendees must maintain social distancing requirements.
- No in-person programming.
- Adult computers will be separated to six (6) foot distance. We are limiting patrons to 45 minutes to use computers. Will make exceptions if needed.
- Staff will sanitize hourly certain hard surfaces and computers after use.

Children's and YA Area Recommendations:

- Children’s room will be limited to 6 people at a time each maintaining social distancing. This will be hard with small children but most will understand the necessity.
- YA room will be limited to 4 people at a time, each maintaining social distancing.
- No in-person programming. Virtual story/craft times will continue. Drop-off SRP programming will continue.
- Children’s computers will be separated to six (6) foot distance.
- Toys, games, puzzles, etc. will remain in storage.

Social Distancing/Sanitation Measures:

- Maintain social distancing between staff and patrons.
- Have hand sanitizer available throughout the building as supplies last. We may have to make our own when supplies are depleted.
- Use Clorox wipes to wipe down all materials and computer stations.
- Use bleach/water mixture to wipe down hard surfaces.
- Staff every hour will sanitize circulation desk, any computer used (after the patron is finished), stair rails, elevator buttons, toilet hands, door handles, and new item shelving.
- All materials will continue to be returned to outside drop box with above listed procedure to sanitize and clean materials.
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July 4 – end of 2020 (Indiana Stage 5) [Tentative]

Phase 3 – All Services Restored.

- Anticipate full work schedules, but workflow, duties, spaces, etc. may be impacted.
- Full access to the building – customers using the majority of the building, but complying with government/health professional recommendations.
- Plan “End of Quarantine” celebration.