

Dear Library Users, Steps we are taking in response to COVID-19

It is our priority is to deliver needed library service while taking every precaution to protect library users and staff and prevent the spread of COVID-19. We follow the CDC recommendations, the requirements under the *CT Reopening Plan for Libraries* as issued by Governor Lamont and guidance from our local health district and Library Board. You will find a number of changes to our building, services and hours.

- Present hours: Monday – Thursday, 9 am to 6 pm, Friday, 9 am to 5 pm and Saturday, 10 am to 5 pm.
- Stay home if you are not feeling well.
- Hand sanitizer is recommended on entry and available throughout the building.
- Face Masks are required and must cover nose and mouth.
- Practice 6 foot social distancing on your visit.
- All touchpoints are cleaned at least twice a day.
- Elevator buttons protected by continuously self-cleaning covers.
- Plexiglas shields have been installed on all public service desks.
- Seating is limited as we encourage short visits.
- All returned items are quarantined for 72 hours.
- Children’s Services is presently open to 3 family visits at a time with children, kindergarten age and older. Unaccompanied children must be 12 and older.
- Teen Services will allow 4 visitors at a time in the room.
- The stacks are available for browsing.
- The Magazine Room is presently closed but staff can retrieve magazines for checkout.
- A limited number of newspapers, for in house reading, can be found behind the Information Desk.
- The Computer Center is now located behind the Information Desk. A limited number of computers, for purposes of social distancing, are available for 30 minute sessions. Computers are cleaned after each use.
- Printing is available with exact change.
- One copier is available for independent use. Bring change as we do not provide it.
- The Fax machine requires a credit card.
- Fines continue to be waived but please return your items, if you can, as someone might be waiting for them.
- The outside book drop is always open. All items are quarantined until they are ready to be returned to the shelves.
- Book donations are not being accepted until further notice.
- Indoor programming is on hold for the foreseeable future but we offer a variety of exciting, virtual programming.
- There will be restrictions on the number of people in the building at one time, on the time allowed in the building and some areas may not be available.
- Databases and our downloadable collection of eBooks, audiobooks and magazines are always available from our web page www.nbpl.info.
- Our Jefferson Branch is presently closed to the public but staff is available by telephone.

- Curbside pickup and printing services are available at the main library and the Jefferson Branch. Information Services is by telephone and email at the main library.