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Dear Daviess County Library patron,

The library will be reopening in phases, as recommended by state and federal guidelines. We are excited to announce that we are preparing to enter into Phase 2 beginning Tuesday, May 26 through Thursday June 18.

STAGE TWO 26MAY-18JUNE (Board approved 21MAY2020)

Limited access to building/Circulation Only 10 patrons, Main library/1 patron, Jamesport Branch;
No children.

STAFFING: Staff arrive normal time; thorough cleaning of public and staff spaces; books removed from bookdrop to quarantine location; prepare contactless pick-up requests/holds; wear gloves & mask at counter when interacting with patrons

- Open to public 10am
- Returns in bookdrop ONLY
- Curbside service moved into foyer 1-5pm Tuesday-Friday
- Library services include online catalog available at entry for quick browsing and to place holds; staff may assist from desk if maintaining 6-ft distance
- Staff only in stacks/retrieve books
- Masks required for patrons entering the building (not provided)
- Hand sanitizer available throughout building and recommended for patrons approaching counter or computers
- Toilet available to public upon request of key (stalls closed to public); sanitized following each visit
- Water fountain closed to public
- Hourly cleaning of high-touch areas; ie. door handles, counters, public surfaces with disinfectant
- Mid-day virucidal treatment of high-touch areas with 10-minute rest/drying time
- Computer/printer-copier-fax access available by appointment with time to sanitize stations between appointments; walk-in access as available; emphasis on tasks of tax filing, census reports, unemployment benefits, legal forms, etc.
 - ❖ computers distanced throughout library

- ❖ 1 patron per computer
- ❖ no 1-on-1 assistance at computer
- ❖ 2 1-hour sessions per day for patron card-holders
- ❖ 2 1-hour session per day for guest users
- Programs. Meetings, or prolonged use of any kind prohibited; including study, reading, use of conference room

We appreciate your cooperation and compliance as we strive to serve our patrons cautiously move forward.

Sincerely,



Elizabeth S Plotner
Library Director