

## **Hay Memorial Library Limited Computer Use and Browsing Policy**

Anyone with a physical library card or who would like to sign up for a library card to use services can use the library during the limited computer use and/or limited browsing period of the library's reopening. If a patron would like to sign up for a card prior to coming into the library, they are encouraged to call the library directly to provide proof of residency.

While the policy covers both computer use and browsing, the library may add services on one at a time to allow time for staff to acclimate to new processes and troubleshoot any issues that may arise from these modified services.

### **Visiting by Appointment**

All limited computer use and browsing will be done by appointment. Patrons who need to use the computer or would like to come in to browse should call the library at (315) 646-2228 to make an appointment.

Computer appointments will be for one (1) patron at a time. Browsing appointments will be limited to either one (1) patron or one (1) family cluster of no more than four (4). Browsing appointments will be scheduled for 15 minutes, and computer appointments will be scheduled for 30 minutes. Patrons cannot book consecutive slots.

Walk-up appointments will only be accommodated if there are no other previously scheduled appointments. The library encourages patrons to call ahead for an appointment.

### **PPE & Sanitation Guidelines**

All patrons must wear a mask if they wish to enter the building. If a patron cannot medically tolerate a mask, staff will accommodate them by providing Grab-and-Go services.

Masks must be worn correctly by wearing the mask over their nose and completely over their mouth. If a patron is not wearing their mask correctly, they will be given one warning. If the patron continues to wear their mask incorrectly they will be asked to leave the library for the day. Patrons that repeatedly do not comply with proper mask wearing may lose library privileges.

Patrons using the computers or browsing must sanitize their hands before touching the computers or books. Patrons may also bring gloves to their appointment to use if they so choose.

Patrons must sanitize their hands before touching the collection or wear gloves as an alternative. If patrons do not wish to sanitize their hands, they will not be allowed to access the collection or use the computers.

Patrons should minimize their contact with books by selecting books they are truly interested in. Books that patrons decide to not take should be placed on a designated table for staff to reshelve.

### **Social Distancing**

All patrons must adhere to the social distancing guidelines as posted on the library's premises. Patrons should always remember to maintain at least 6 feet distances between staff or other patrons.

Staff will be able to assist patrons in the building while maintaining social distance. However, staff will only be able to verbally assist patrons during their computer session and will not be able to touch shared surfaces.

### **Returning Books**

Patrons may return books and other materials to the library by placing them in the designated cardboard boxes. Patrons should not place any discharged books in the book drop by the staff desk at this time.

### **Copier/Printing Services**

Hay Memorial Library will allow patrons to print off items during limited computer use. However, patrons will not be able to grab their papers off the copier machine. A staff member must retrieve all paperwork off the machine.

To minimize contact of paper money, patrons can make a suggested donation for their copies. The suggested donations are:

\$0.25 per black & white page

\$0.75 per color page

Staff will be unable to make change at this time.

### **Public Restrooms**

The library's restrooms will not be open to patrons or members of the public at this time.