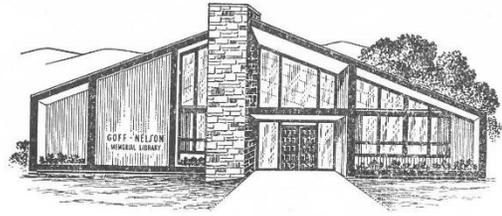


TUPPER LAKE PUBLIC LIBRARY

EXTERNAL POLICY



Policy name:
Phased reopening to the public:
building access

Date Created or Revised: 6/25/20

Version: 1

Detailed policy statement:

As part of our broader Phased Reopening Plan, the Tupper Lake Public Library will reopen the building to the public beginning July 6th.

This is a phased reopening, where the emphasis will be on moving slowly through the reopening process, observing all safety protocols, and loosening restrictions over time. Though policies that are in place may at first seem overly restrictive, they are designed to allow the maximum flexibility in responding to a possible outbreak of the Covid-19 virus.

Hours that the building will be accessible for in-person use will follow a modified schedule. As we move through the reopening process these hours will gradually increase as the Covid-19 infection rates remain level or go down. Increases in rates – especially local rates – will necessitate a reconsideration of the hours the building is open, up to an including re-closure.

BUILDING HOURS		STAFF HOURS/ CURB-SIDE PICK-UP & REQUEST HOURS	
Monday	11:00-3:00	Monday	9:30-5:00
Tuesday	11:00-3:00	Tuesday	9:30-5:00
Wednesday	1:00-7:00	Wednesday	9:30-8:00
Thursday	11:00-3:00	Thursday	9:30-5:30
Friday	11:00-3:00	Friday	9:30-5:30
Saturday	12:00-2:00	Saturday	10:00-2:00
Sunday	CLOSED	Sunday	CLOSED

During the first stage of the phased reopening of the building, the duration of which will be based on the ongoing Covid-19 situation, the following policies and procedures will be observed:

- Only selected areas of the building will be reopened
- Use of social distancing guidelines mandatory for all entering the building
- Mandatory mask use for all entering the building
- In the event any safety requirement – such as wearing a mask – is not practicable on the basis of a disability, please contact the library director to explore a reasonable accommodation.
- Gloves will be made available to patrons but are not required

- Hand sanitizing stations will be set up in high traffic areas
- Strict limits on the number of people allowed into the building
- For every child under 10 entering the building one adult must be present to supervise the child
- Browsing of shelves and stacks for self-selection of materials available to the public
- Items handled by the public during browsing must be placed in bins for quarantine and/or disinfection
- TLPL will continue to provide “curb-side” pick-up service of requested in-building materials for those members of the community desiring it. This service will be provided even after the building itself is closed [see above hours of operation schedule]
- Physical space altered to prevent groups from forming
- TLPL is open for the selection and checkout of books and materials only
- Virtual programming will be continued and expanded
- No loitering within the building
- Restricted use of desks and seating areas
- No use of desk phone
- No in-person programs or events
- No meeting room use [as an alternative, groups can make use of the library’s Zoom account on a case-by-case basis]
- No tutoring in the building
- No public access computer use [though WiFi is available on the grounds]
- If patrons would like to print, fax, or use copying services they must call ahead and make arrangements with staff. Documents may be left in the lobby for staff to pick up and copy or fax. Documents may also be emailed to the staff for printing. Documents can be retrieved in the lobby
- Restrooms remain closed to the public
- “Sneeze-guards” will be installed at the circulation desk
- Limited outreach and coordinated projects with external partners
- These policies and procedures will be reviewed weekly to determine their ongoing necessity and effectiveness

As the Tupper Lake Public Library moves through its Phased Reopening Plan, these policies and procedures will be changed to allow for greater use and access of the facilities.