

## Library Use Rules – 12/29/2020

### Protective Measures

- **Face Masks.** Staff and patrons will wear masks. If you are not able to wear a mask in the library, please call us at 217-795-2144 (Argenta) or 217-468-2340 (Oreana) and ask us for curbside service.
- **Protective Shield.** There will be a protective shield at our circulation station. Please place your items for check out at the designated spot on the counter and then step back from the circulation desk until the clerk has finished checking the items out.
- **Regular cleaning.** We will clean touch screens, counters, keyboards and mice, and bathroom surfaces as much as possible. Because we cannot clean every surface in our library, we encourage you to wash your hands or use the provided hand sanitizer.
- **Symptoms.** We ask that you do not come to the library if you have symptoms associated with COVID-19 illnesses. We are happy to provide items through curbside service.
- **Your Comfort Level.** If you do not feel comfortable interacting in the library, we encourage you to continue to use curbside service.

### Computer and Wi-Fi Use

We will only have 2 computers available in each building for our public to utilize. This is in order to maintain social distancing. We will limit use of the computers to 30 minutes per day.

Patrons are welcome to bring their own devices and use our Wi-Fi for 30 minutes per day. Please leave all furniture where it is. We have arranged the library so that those working will maintain proper social distance.

When you are finished working at one of our tables, please notify a staff member so we can clean the surface before the next patron uses it.

### Social Distancing

- **The Six Feet Rule.** Staff and visitors are asked to maintain at least a six foot distance from others in the library (except from those in their own party).

- **Meeting Rooms.** During this period, our meeting rooms are closed to public use.
- **Children's Area.** We have removed puzzles, toys, and the furniture from our children's area to discourage patrons from lingering.
- **Furniture.** We have arranged the furniture to allow a few people to work on personal computers, but we are discouraging patrons from sitting and reading or visiting. We have indicated which seats should not be used at all. Please do not move any furniture.
- **Tutoring.** Due to social distance guidelines, we regret that we cannot offer the library as a location for summer tutoring.
- **Limited Capacity.** Current local health guidelines limit the number of people who can be in the library at one time. When possible, please limit the number of family members who visit at the same time.

### Other Programs and Services

- **Programs.** All library programming will consist of online or take-and-make project kits. As the State of Illinois progresses through the summer it is possible that outdoor activities may be provided at a much later date.
- **Interlibrary Loan.** Patrons will be allowed to request items from other libraries. The current quarantine for delivery is 3 days.
- **Other Services.** All copies, print-outs and faxing will be done by library staff. Charges will be assessed as normal: 10 cents a page for black/white; 25 cents a page for color; \$1.00 per page to fax (free cover sheet).

### Returned Items

We will place returned items into quarantine for **72 hours** before we check them in and put them on our shelves. This means that the items will remain on the patron's account until the quarantine is over. **Please pay attention to due dates for items checked out.** Staff will be happy to print a receipt for you at the time of check out. Due to the necessary 3-day quarantine of returned items, patrons will not be penalized for the time an item spends in quarantine. Returned materials will be back-dated to ensure no fines will be charged during those 3 days.

### Book Donations

We cannot accept book donations during this time.