Temporary Policy
Facility Use during the COVID-19 Pandemic

Reason for the Policy

For the safety of library staff and visitors, the Mahomet Public Library may make changes to the use of the library facility. These changes will be based on recommendations by the CDC and local and state health officials.

Duration of the Policy

This policy will be effective until superseded by another library policy or by federal or state requirements or until rescinded by the board of trustees.

Facility Use Limitations

Based on CDC and local health agency recommendations for social distancing, some or all of the following limitations for facility use may be in place:

- **Hours of Operation:** The library may have shortened hours of operation.
- **Masks**: Staff, patrons, and contractors, may be required to wear masks that cover the nose and mouth at all times when not inside a private office.
- **Hand Washing**. Patrons may be asked to wash or sanitize their hands before handling library materials.
- **Computer Use**: Only certain public computers may be available for use and there may be a daily usage limit per person.
- **Meeting and Study Rooms**: The meeting and study rooms may be closed.
- **Visit Duration:** Patrons may be asked to minimize the time they spend in the building.
- **Furniture Use:** Furniture and toys may be removed to discourage gathering and lingering. Patrons may be asked to use only the furniture available and to not move chairs or tables.
- **Programming:** Story times and library programs may be offered online, outdoors, or through kits that patrons take home to use.
- **Coronavirus Symptoms:** Staff and patrons exhibiting coronavirus symptoms may be asked to leave the building.

Managing Library Materials

Library staff may quarantine materials after they have been returned. During this time, the items will remain on patron accounts, but overdue fines will not apply. After the quarantine period, staff members will check the items in and make them available to other patrons.

Alternatives to Library Visits

For patrons who are uncomfortable entering a public space during this time or who are unable or unwilling to comply with policy guidelines, the library offers the following services:

- **Pick up Lockers:** Patrons may request items through our catalog (by phone or online). Once the items are available, library staff will place them in a pick up locker for no-contact retrieval by the patron.
- **Curbside Service:** For larger numbers of items, patrons may arrange a pick up time and library staff will bring the items out to the patron.
- **Online Services:** The library has eBooks and eAudiobooks available for use on computers and portable devices.

Patron Compliance

If patrons are not complying with this policy, staff members will remind them of the guidelines and ask them to comply. Patrons who refuse to comply may be asked to leave the building.

In the unlikely event that a patron refuses to comply with the policy and refuses to leave the building, library staff will contact local law enforcement for assistance.

Approved June 3, 2020; Last Updated April 12, 2021
Mahomet Public Library Board of Trustees