

**ADDENDUM TO “PATRON POLICIES AND PROCEDURES DURING THE COVID-19 RECOVERY” REGARDING CURBSIDE LIBRARY SERVICES**

***CURBSIDE PICKUP***

As outlined in the main Policy document, library staff will take phone call requests from patrons and set-up appointments for patrons to pick up their requested items. The items will be put in clean bags with the patrons name clearly marked and set outside of the library at the appointment time. These appointments will be 15 minutes apart to avoid patrons arriving at the same time and meeting with each other or with staff. So the entire process should be “contact-less.”

***RETURN OF MATERIALS***

Bins will be outside the library on a cart on Wednesdays from 1:00 to 5:00 and on Thursdays from 10:00 AM to 2:00 PM for patrons to return their borrowed items. **Please return ONLY Princeton owned materials**, because our interlibrary loan delivery service is not available to us as yet. When the bin is full, a library staff member (with gloves and mask) will wheel the cart into the library and place it in the YA area to be isolated for the three day period recommended by the CDC and MBLC for library materials. The date will be placed on the bin. After three days the items will be checked in and re-shelved.

Our Book Drops will not be open at this time.

Adopted 6/9/2020