

Princeton Public Library

Patron Policies and Procedures during the COVID-19 Recovery

As a public library, and community gathering place, Princeton Public Library is committed to the health and safety of our staff and patrons. We also are committed to our mission to make information and ideas in a variety of formats available to the Princeton community. The guidelines below are temporary measures meant to comply with federal, state, and municipal guidelines for operating during the COVID-19 pandemic. These guidelines may not be adequate for every contingency, and so may be modified at any time.

1. Only staff and maintenance workers will be allowed into the building at this time. For the safety of the staff and public, all common touch points will be disinfected no less than daily. Staff will be masked when near one another, and gloved and masked when handling circulating materials.
2. Beginning June 15, **Princeton-owned books, audiobooks, and DVDs only** may be requested by phone (978-464-2115), or through the online catalog. (Interlibrary Loan Service is not available to us at this time.) If you do not have an online account and password and you wish to place holds online, please email kspecht@cwmar.org and we can help you set up an account. Because most of the library staff is still furloughed, the call-in and pick-up times will have to be limited. **Patrons may phone the library on Mondays between 1:00 PM and 3:00 PM, and on Tuesdays between 9:00 and 11:00 AM. Your requests will be limited to 6 items.** The requested items will be packed in clean bags, with the patron's name clearly printed on the bag, and **staff will arrange for pickup appointments.** Patrons may not browse or request materials in person at this time. Patrons are encouraged to go to our website at www.princetonpubliclibrary.org and click on Recent Acquisitions in the left hand column—you will find all our new items there.
3. Pickups will be contact-less at the front entrance to the building, arranged in 15-minute intervals to ensure social distancing. These appointments will be scheduled when patrons phone in. In case of rainy weather, the pick-up will be in the alcove at the side entrance to the library. (Where Wendy's Garden is.) **Pick-up appointments will be on Wednesday from 1:00 PM to 5:00 PM and on Thursday from 10:00 AM to 2:00 PM.**
4. **Remember, there are no fines on the materials you have borrowed currently.** Books/library materials may be returned on Wednesdays from 1:00 PM to 5:00 PM and on Thursdays from 10:00 AM to 2:00 PM. They are to be placed in the grey bins also located at the front of the library, or in the case of rain, at the side entrance to the library, near Wendy's Garden.
5. Public computers will not be available to the public at this time, but Wi-Fi can often be accessed from the parking lot or near the building. Please observe social distancing.
6. The Summer Reading Program will be all online this year. Details of this program will be available later in June.

Adopted 6/9/2020