

## Norton Public Library Update

Although the building has been closed to the public, contactless pickups have been running smoothly at the Norton Public Library since May.

The Library has continued to prepare for the next steps in our phased reopening plan. This plan is based on town and state guidelines and requirements, building layout, best practices for libraries, current staffing, and the availability of necessary PPE and cleaning supplies. The well-being of our community and staff is always our top priority.

The Board and Library staff have been working to ensure that we can welcome you back to the building safely. To that end the Board of Trustees has established new policies and procedures to ensure the health and safety of our community.

Book and Media drops are open for returns from 10:00 a.m. Monday through 1:00 p.m. Friday. The drops will remain closed during the weekends to avoid overflow at this time.

Contactless pickups service will continue Monday through Friday 10-1, and Tuesday evenings 4-7. Printing and copying is available to patrons by appointment. ([Details and FAQ](#))

The Board of Trustees is excited to announce this phased increase in services at the Norton Public Library.

Beginning August 17, we look forward to welcoming a limited number of library patrons to use our public computers by appointment weekdays from 10-1. 10-11 reserved for seniors and vulnerable patrons. Available computers will be spaced 6 feet apart; keyboard and mouse covers will be provided and required for your safety. Computer sessions will be limited to one 30 minute session per day. Please call (508) 622-5255 to schedule an appointment.

What we're doing to keep you safe:

- Continuing our successful Contactless Pickup for library materials.
- Maintaining 6 feet of distance from others.
- Wearing face coverings while inside the library.
- Following cleaning and disinfecting protocols put out by the CDC.
- Frequent handwashing and sanitizing high-touch surfaces.

We hope to have plexiglass shields in place soon and be able to welcome patrons back into the library for limited browsing in our lobby, as well as for self-service holds and self-checkouts. Our lobby will be fully stocked with best sellers, new books, and high interest displays for all ages,

specially selected by our librarians. Staff will retrieve items from the stacks or the children's room during this phase. Contactless pickups will continue at this time.

When planning your visit to the library please remember the following:

- Do not visit if you feel ill. Do not enter the library if you currently have or recently had a fever, cough, shortness of breath, are feeling unwell, have had close contact with an individual diagnosed with COVID-19, or have been outside the country or visited any states that are not designated as a lower COVID-19 risk within the past 14 days.
- Face coverings are required at the library and must completely cover your nose and mouth. Your face covering must remain on for the duration of your visit. If you are unable to wear a face covering, we will work with you to arrange accommodations to provide you with services.
- Practice physical distancing while in the library, or when waiting outside. Stay 6 feet from other patrons or staff and observe our new traffic patterns and floor markings.
- Follow the instructions of the library staff regarding wait times to enter the building. Total occupancy of the building is limited, so there may be short waits outside.
- Use library-supplied hand sanitizer before entering the building, and before and after touching materials and surfaces.
- Use provided keyboard and mouse covers when on public computers.
- Please continue to return all materials to the outside book and media returns as all materials are quarantined for at least five days before being handled. After this period materials will be checked in and available to borrow.
- Wait times for materials may be a bit longer than usual as we are following health and safety precautions for handling materials. You may also notice items that have been returned still reflected on your account for about one week. No fines will accrue during this period.
- Library users are welcome to continue to use our contactless pickup service by placing holds on materials in our library or in the SAILS network by using our app, our online catalog or by calling us directly.
- When limited browsing begins, please make your visit to the library building brief. As excited as we are to see all of you, brief visits are safer for everyone. When possible, please limit the number of visitors in your party.

For more information and to register for your pickup/printing/copying or computer session please call the library at (508) 622-5255. We thank you for your understanding and cooperation as we navigate these new circumstances.