

Pembroke Town Library Services

June 18, 2020 to July 15, 2020

Approval by the Pembroke Town Library Board of Trustees, June 17, 2020

- Library continues curbside pickup and accepting book returns.
- Curbside pickup may be available Mondays, Tuesdays, and Thursdays from 10:05am to 4:55pm, Wednesdays 10:05am to 6:55pm, Fridays 10:05am to 3:55pm, and Saturdays 10:05am to 1:55pm.
- Book returns are quarantined for 3 days.
- Allow library use by appointment to Library cardholders and for the following services: fax, notary, photocopy, public computer use and printing. Doors will remain locked.
 - The maximum number of people in the building is 10, including staff.
 - Appointments are accepted for Tuesdays 11 to 4 and Fridays 11 to 4. If only one staff member is available to works on these days, then appointments will not be available to the public.
 - Computer use is limited to 1 hour maximum.
 - Patrons will be asked if they are not feeling well and have COVID-19. Patrons will not be allowed in the building if they disclose they any of the following symptoms:
 - Fever
 - Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - Changes in a person's sense of taste or smell
 - Patrons will also be asked if they have been in close contact with anyone having COVID-19. If the answer is yes, then the patron will not be allowed to enter the building.
 - All book/AV stacks, reading areas, knitting nook, and meeting rooms will remain closed to the public. Patrons may not browse shelves. They may use the catalog to find items and use curbside pickup to borrow items.
 - Disposable facemasks and hand sanitizer will be made available to patrons.
 - It is recommended that patrons wear masks to protect themselves and staff.
 - Library will not have brochures, handouts, pens, pencils, papers available for patrons to use. Puzzles and toys will not be made available to the public.
 - Public entrances will remain locked.
- Although the New Hampshire Room will remain closed to the public, research inquiries are accepted. Staff will research materials in the New Hampshire Room. Staff may photocopy or scan items relevant to inquiries and email scans to patrons.
- The Summer Reading Program and related events are virtual

- A Story Walk will be held outside July 8 as well as an outdoor parking lot performance by Ms. Marie. Patrons will be asked to remain in their cars during the performance. If Ms. Marie finds the crowd is too large and social distancing is not followed, the Library will suspend these two events.
- The Pembroke Town Library Board of Trustees authorizes the Director to immediately suspend any of the patron services mentioned above should an issue arise that may harm the health of patrons and/or staff. The Director is also authorized to suspend activities should they conflict with an executive order from the Governor or the Pembroke Board of Selectmen. The Director must notify the co-chairs of the decision. The Board should meet virtually to vote on the decision and to vote on additional steps if needed.