

# Groton Public Library Reopening Guidelines & Service

## As of July 9, 2020

The library reopened on Tuesday, July 7, with limited services.

**Service Hours: 10-5 Tuesday to Saturday**

### Usage Guidelines Through August 2020:

**APPOINTMENTS REQUIRED. NO DROP-INS.** Sign up for a workstation through the booking software on [gpl.org](http://gpl.org) up to 1 week in advance. Each person is allowed up to 2 hours per day but may stay longer if the space is available.

**ENTRANCE.** The doors will be locked. Please ring the doorbell for entry when you arrive.

**MAXIMUM CAPACITY:** 12 individuals or up to 25 family members (excluding staff.)

**MASKS REQUIRED.** Unless medically exempt or child 5 or younger.

**SOCIAL DISTANCING REQUIRED.** Keep a minimum of 6 feet distance from all (except family).

**TEMPERATURE REQUIRED.** Staff will provide instructions on using the thermometer.

**ANSWER NO TO POSTED QUESTIONS.** (Temp over 100.3, cough, runny/stuffy nose, shortness of breath, sore throat, close contact with a person with known or suspected COVID-19, or traveled outside New England, New York, or New Jersey in the past 14 days).

**NO CONGREGATING POLICY.** No gatherings or loitering permitted in the library.

**TOP FLOOR ONLY.** The top floor main area will be the only area open to the public, except for necessary access to the third floor via the lobby, stairs, and elevator.

## In-Library Services Available

**REFERENCE SERVICES** – Call us at 978-448-8000, email [info@gpl.org](mailto:info@gpl.org), or book an appointment online at [GPL.ORG](http://GPL.ORG) for a computer, equipment, or workspace.

The Reference Librarian can

- Help with research queries, information requests, and educational support
- Provide guidance on the use of online eContent and databases
- Assist with basic technology, printing, scanning/faxing, copying, etc.

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- Retrieve items from the stacks for you to browse at a table
- Check out staff-retrieved items if you have a library card/account (and if not, please apply for one on our online application form! Or give Circulation a call.)

### **BOOK AN APPOINTMENT ONLINE AT GPL.ORG FOR THE FOLLOWING SERVICES**

All appointments are for 30 minutes to 2 hours. Time may be extended by the Reference Librarian if the next available time slot is open and the library is under capacity limits.

- **COMPUTER**
  - Five (5) stationary internet computers:
    - Three (3) at normal seated height (30")
    - One (1) at seated high bar height (42")
    - One (1) at STANDING counter height (36")
  - Two (2) portable laptops (wireless internet) to use at an open work area (borrow from the Reference Librarian)
- **EQUIPMENT**
  - One (1) self-service scan/fax machine
  - One (1) copier
  - Two (2) networked printers available (black/white and color)
- **WORKSPACE**
  - Three (3) large tables
  - Two (2) carrels

**BOOK A WORKSPACE** If you wish to read the newspapers or magazines, use an in-house laptop, or ask for reference assistance.

Wireless internet available throughout the third floor.

### Safety Protocols for the Above:

- Keyboards and mice will be swapped out and cleaned between users.
- Disposable earbuds are available.
- Equipment and work areas will be wiped down after each use (except shared printers)
- Any materials pulled for patrons to browse that are not checked out will go into quarantine rotation for 3 days, as with all other library materials - except newspapers and magazines available for browsing

**In-Library Services NOT Available / Staff Only:**

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- Browsing Collections (books, DVDs, etc.)
- Children's Room
- Teen Area
- Second Floor
- Meeting or Study Rooms
- Historical Room

## Outdoor Services Available

- Children's Summer Reading Program Window! 10-5\*, Tue-Sat, now through Aug. 31. Pick up summer reading logs, bingo sheets, sticker books, prizes, and weekly crafts kits!
- Curbside Pick-Up, Tue-Sat, Hours: 10-4
- Accepting all library returns in the exterior book bins. Fines waived March-Aug. 31.
- Wireless internet available outside the building.
- Fax service; drop your documents in the through-wall repository and we will fax for you.
- Katie's Garden tables and benches (except when heavy traffic at the Children's Summer Reading Program Window prohibits safe distancing.)

Book and material donations are not being accepted at this time.

*\*If short-staffed, the Children's SRP window could be closed 1-1:30 pm for staff lunch break.*

## Remote Services Available

- GPL To Go: Curbside pickup or Groton delivery of in-house available library materials – place holds on available items in our catalog or fill out our online request form. (Curbside Pick Up Hours 10-4, Tue-Sat. Delivery scheduled as staff available.)
- Reference services. Call us at 978-448-8000 or email [info@gpl.org](mailto:info@gpl.org) for assistance.
- Readers Services. Use our new online personalized reading suggestion form!
- Free E-books & More! Use OverDrive/Libby, Hoopla, Freegal, TumbleBooks for Kids
- Account Services. Need a new card? Can't remember your PIN? Call us or request a library card through our new online application form or email [circulation@gpl.org](mailto:circulation@gpl.org).
- Museum Passes. As they reopen, passes will be available to reserve and pick up.
- Summer Reading Programs & Magic Academy Reading Challenges for all Ages! It can all be done online at [GPL.ORG](http://GPL.ORG).
- Remote programming and activities for all ages! Check out our calendar and to sign up.

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- 3D printing. Email your .STL file to [jpike@gpl.org](mailto:jpike@gpl.org). It will be put into the print queue and when it is ready, staff will let you know.

## Reopening Safety Protocols

- All public work areas are appropriately distanced from each other and excess seating removed.
- All public upholstered furnishings have been removed (as tougher to disinfect than hard surfaces).
- Top floor rest rooms are available for in-library patrons only but be aware that these are only cleaned thoroughly once a day.
- Hand dryers have been removed in favor of paper towels.
- Hand soap, sanitizer, and sanitizing wipes will be available.
- Staff will disinfect high touch areas as they have time.
- Each vacated area left by a patron will be wiped down before the next person arrives (30 minutes buffer between appointments).
- Only one person or family on the elevator at a time.
- Stairs will be single file with everyone keeping to their right.
- Signs, caution tape, floor tape, stanchions, etc. will clearly mark areas for the public. All other areas are Staff-only. No exceptions.

## Other Safety Protocols

YOUR HEALTH & SAFETY IS AND HAS BEEN OUR #1 CONCERN. All returned items are quarantined for at least 3 days before being handled, checked in, and made available for the next patron.

Staff have been and continue to handle all materials while wearing facial coverings and gloves from start to finish. Pick up is no contact, with all materials in protected bags.

## Please Note

Patrons are expected to follow these safety guidelines to ensure the safety of staff and other patrons. If patrons are unable to follow these, the Library will ask the patron to leave immediately. Repeated violations may result in a suspension of library privileges.

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## Criteria for Closing the Library

In the event of even further reduced staffing levels, a local outbreak, a sick staff member or library patrons, or as otherwise directed by the Board of Health/Town or State Governance, the Library may be forced to close for a period of time, reduce operating hours, and/or limit services. All closings will be communicated to the public as quickly as possible.