

Groton Public Library Guidelines & Service

As of December 9, 2020

Library Service Hours: 10-5 Tuesday to Saturday

Curbside hours end 30 minutes before closing

Library Usage Guidelines:

APPOINTMENTS REQUIRED. NO DROP-INS. Sign up for a workstation on the top floor through the booking software on GPL.ORG up to 1 week in advance. On the top floor, each person (or family) is allowed up to 2 hours per day but may stay longer if the space is available.

TOP FLOOR OPEN. 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.

SECOND FLOOR BROWSING APPOINTMENTS 10-12, Tuesday to Friday. Starts Jan. 1, 2021.

Thirty (30) minutes each booking for 1 individual / family (up to 4). What's Available to browse and check out? New books, fiction, DVDs, audiobooks, music, video games, large print, and a teen browsing collection. Hand sanitizer must be applied and/or disposable gloves worn, and all touched materials not checked out will be put in temporary quarantine.

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

MAXIMUM CAPACITY: 1 person or family per location (whether computer, equipment, table, carrel, or browsing area).

MASKS REQUIRED. Unless medically exempt or child 5 or younger, both inside and outside the library.

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. (About common symptoms, close contact with a person with known or suspected COVID-19, or travel outside Massachusetts in the past 14 days.)

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

In-Library Services Available

REFERENCE SERVICES – Call us at 978-448-8000, email info@gpl.org, or book an appointment online at GPL.ORG for a computer, equipment, or workspace.

Groton Public Library Guidelines & Service

As of December 9, 2020

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.
- 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 TOP FLOOR 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, ask for reference assistance, or for requested materials to be brought to you to browse and/or check out. Wireless internet available throughout the top 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 browsed by patrons that are not checked out will go into quarantine rotation, as with all other library materials (except newspapers and magazines)

Groton Public Library Guidelines & Service

As of December 9, 2020

In-Library Services NOT Available / Staff Only:

- Children's Room
- Teen Area
- Meeting and Study Rooms
- Stacks (except for second floor browsing area, when open by appt.)

Outdoor Services Available

- Children's Walk-Up Window (during service hours)
- Contactless Curbside Pick-Up (during service hours)
- All library returns welcome in the exterior book bins. (Fines temporarily being waived.)
- Wireless internet available immediately outside the building.
- Fax service; drop your documents in the through-wall repository and we will fax for you.
- Outdoor tables and benches

We're sorry, but donated books and materials are not being accepted at this time.

Remote Services Available

- GPL To Go: Curbside pickup or Groton delivery of available library materials – place holds on available items in our catalog or call or email staff for assistance.
- Reference services. Call us at 978-448-8000 or email 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.
- Museum Passes. As they reopen, passes will be available to reserve and pick up.
- Reading Programs & Challenges for all Ages! It can all be done online at GPL.ORG.
- Remote programming and activities for all ages! Check out our calendar and to sign up.
- 3D printing. Email your .STL file to jpik@gpl.org. It will be put into the print queue and when it is ready, staff will let you know.

Public Area Safety Protocols

Groton Public Library Guidelines & Service

As of December 9, 2020

- All work areas are appropriately distanced from each other and excess seating removed.
- All upholstered furnishings have been removed (as harder to disinfect).
- Top floor rest rooms are available for in-library patrons only
- Hand dryers have been replaced by single-use paper towels.
- Hand soap, sanitizer, and sanitizing wipes are 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 markers, stanchions, etc. will clearly identify for the public. All other areas are Staff-only. No exceptions.

Other Safety Protocols

All returned items are quarantined 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.

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.

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.