

We are bringing back in-person browsing, beginning Monday May 17th 2021.

Our hours will be M-F from 10-5pm for in-person browsing, and computer use, M-F evening hours, 5-8 pm we will continue to be curbside only. Saturday hours will be in-person browsing and computer use from 10-2pm. Occupancy will be limited to 5 people in at a time, which includes anyone on the computers and all visits are limited to 30 minutes.

Face masks worn properly are required to enter the library for anyone over the age of 6.

Hand sanitizer is made available upon entering the library and throughout the building.

Following these guidelines enables us to open our doors again!

LINCOLN PUBLIC LIBRARY

SAFETY PRECAUTIONS

In accordance with the pandemic policy and patron behavior policy written by the Lincoln Public Library Board of Trustees, anyone over the age of 6 will be required to wear a face mask to enter the library, and at all times while in the building. We do have plenty of masks available if you have forgotten yours. Hand sanitizer will be available at the entrance and throughout the library for your safety and the health of our staff. Any person who does not comply with this policy will not be allowed in the building, or will be asked to leave. We can help you with any of your needs curbside.

We ask all visitors to maintain social distancing with anyone not in their family group.

Please note that we have also upgraded the library building's HVAC system, and maintain adequate protective equipment for staff.

In addition, all returning items are quarantined for at least 72 hours.

All library services will be operated with the minimum number of library staff. We ask for your patience as we deliver our core services in the safest way possible.

BROWSING THE LIBRARY

The library is open to a maximum of **5 visitors** at a time. You may have to wait before entering if we have reached this maximum. Please use the back door to enter the library.

We ask all browsing visitors to keep their visits to **30 minutes or less**. Unfortunately, this means that you will not be able to spend time socializing or reading in the library.

We encourage families who plan to visit the library to make an appointment in advance to ensure that their preferred time is reserved.

If you have items on hold, you can pick them up in the library lobby – already checked out and ready to go!

Please note that the following areas of the library will not be open for browsing: Magazines, Newspaper. Our meeting room will also remain unavailable at this time

RETURNS

The library's outdoor book drop is OPEN. Return your items at any time, day or night.

You may also return your items to the library during open hours. All returned library materials will be quarantined for at least 72 hours. Only after quarantine will they be checked in – so please do not worry if they still appear in your online account.

CURBSIDE PICKUP

For those not comfortable entering the library, we will continue to offer Curbside Pickup by appointment – this will be available just outside the back door, or just inside the door during inclement weather.

COMPUTER USE APPOINTMENTS

The library will offer 30-minute appointments to use a public computer, once per day. Masks must be properly worn throughout the entire 30 minutes. Any person who does not comply with this policy will be asked to leave the building. Appointments will be available during all open hours. Only one person per computer, please!

LINCOLN PUBLIC LIBRARY PANDEMIC POLICY

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions

Pandemic: A pandemic is defined as “an epidemic occurring worldwide or over a very wide area, crossing international boundaries and usually affecting a large number of people”.
(World Health Organization <https://www.who.int>)

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Appropriate Staffing Level: For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

III: Library Closure

Public Health Mandate

The Lincoln Public Library may close due to a Pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Manager.

IV: School Closure Due to Pandemic

In the event that the Lin-Wood Public School is closed due to pandemic, the Lincoln Public Library will remain open, but with reduced hours and services, unless one of the aforementioned requirements for closing is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Lin-Wood Public School is closed due to pandemic.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per full-time employee, and no more than 28 hour workweek per part-time employee. An inability to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health/safety measures for staff (e.g., wearing of masks, wearing of gloves, wiping down work areas, etc.)
- Restricted access to areas in the library for safety. (e.g., unmonitored areas, conference rooms)
- Social distancing practices in public areas.
- Reduction of open hours.
- Cancellation of all programs, special events, and meeting room reservations.
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours.
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

VI: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, Facebook, and the library website.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online.
- Payroll; If the library is closed during inclement weather or during a Pandemic the employees of the Lincoln Public Library will continue be paid their wages.
- Accounts Payable.
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.