

## **Saxton B. Little Library Policies During Covid-19**

(Board approved 5/19/2020)

**SBL is committed to the health and safety of the staff, patrons, and community. As such, Covid-19 policies have been implemented to facilitate these goals, and assure the comfort and support of patrons and staff. *All Covid-19 policies should be viewed as supplemental to all other existing policy. All existing policy remains in effect.* In the case of a conflicting policy, Covid-19 policy will supersede existing policies until further notice.**

### **A. Materials Circulation (including Curbside)**

All returned materials will be placed in the book drops, located outside the Library. No materials will be accepted for return inside the Library.

All returned materials must be property of or disbursed by the Saxton B. Little Free Library. Non-ILL materials from other Libraries can no longer be accepted and SBL will hold no responsibility for their safe return to their home library.

Only monetary donations will be accepted by the Library while this policy is in effect. The Library will not be responsible for any materials left for Friends of the Library donations.

All fines are waived as the Library building remains closed. When fine structures are re-established, patrons will be notified and the announcement placed in Library publications and signage. The Library will institute a minimum of one month's grace period between announcement and any accrual of fines. At such time, any patron who notifies staff of a documented illness will have fines excused.

Patrons with known illness are asked NOT to return items until well.

Materials returned to the Library will be placed in 1-week quarantine. During this time, materials will remain visible on Library patron's account. Staff will wear gloves and masks and engage in social distancing when engaging with the public, and will engage in no-contact service when possible.

### **B. Curbside Services**

Participation in Saxton B. Little Library's Curbside Services are voluntary. Patron behavior policies apply to Curbside pick-up area. The Library cannot assess or be responsible for Covid-19 risks and will be unable to trace materials taken in error outside the Library. Materials quarantine and minimal handling processes are in place within the Library.

**Please remember to review the Library's Code of Conduct and Patron Behavior policies available on our website.**