**Inside Your Library: What to Expect BEGINNING MONDAY MARCH 1, 2021**

**As a result of the COVID-19 pandemic, CHPL has altered its operations to ensure the safety of its patrons and staff. Read below for our current safety guidelines and procedures:**

1. **Returns**
   1. Both our outdoor and indoor book returns are open
   2. All items returned will be quarantined for 3 days before they are processed, checked back in, and recirculated
   3. Please allow up to 5 days for returned items to clear from your account
   4. No late fees will be assessed on items while they are in quarantine
   5. If you have concerns about being able to return your items, please email us at casehalsteadstaff@gmail.com, or call 618-594-5210
2. **Curbside Pickup** (9am-6pm)
   1. Curbside is available during open hours of 9am to 6pm, Monday through Thursday and 9am to 5pm Friday
   2. Please go online to casehalstead.org to reserve your items on our catalog, or call the library at 618-594-5210 to place orders
   3. Copies can be requested by sending items to be copied to [casehalsteadstaff@gmail.com](mailto:casehalsteadstaff@gmail.com)
   4. When arriving at the library, call 618-594-5210 and the staff will bring your items to you or pick up your returned items.
3. **Visiting the Library** (10am-4pm)
   1. Patrons can enter the building to browse, use a study area or computer between 10am and 4pm, Monday through Friday
   2. Please do not enter the building if you are feeling sick or have a temperature over 100 degrees
   3. All patrons over the age of 2 are required to wear a mask at all times while inside the library, per [Illinois Department of Public Health guidelines](https://www.dph.illinois.gov/covid19/faq-face-coverings-business).  Masks should fully cover the nose and mouth
   4. Families are strongly urged to limit the number of members entering the building so that we can allow more households to access the library at once
   5. Children 12 and under must be with an adult 18 or over
   6. Separation of six feet from non-household members must be maintained
   7. Patrons must sign in and leave contact information upon entry.
   8. If using a computer or study area, patrons must sign in at the main desk. Computers are available for ONE visit or up to 30 minutes per day and Study areas are available for ONE visit for up to 2 hours per day. No exceptions.
   9. Occupancy counts will be monitored.  Wait times for entering the building may be necessary depending on occupancy
   10. Restrooms are available
   11. Water fountains are unavailable at this time

1. **Pop-in/Pick-up/Pop-out**
   1. We encourage patrons to use Curbside where possible and to limit their time in the building to browsing to allow more patrons an opportunity to use the library
   2. Patrons browsing the collection are asked to limit their contact while in the building.
   3. Lounging furniture and children’s toys and games have been removed from the library temporarily
2. **Safety and Cleanliness**
   1. Staff are masked at all times when outside of their offices or break areas
   2. Increased cleaning by staff is in effect; such as wiping down computers between uses, frequent hand washing, etc.
   3. Hand sanitizer is available at the computer station and at the study areas.
3. **Special Services**
   1. Delivery from other libraries is active.  Please allow extra time for items to arrive due to quarantine procedures
   2. Copying, faxing, and printing is available

Restoring access to library services and materials is key in helping our community move forward from the damage dealt by the pandemic.  Thank you in advance for your cooperation in protecting the safety of our staff and patrons by following the protocols above.