**Nahant Public Library**

**Patron Policies and Procedures during the COVID-19 Recovery, Phase II**

As a designated public forum for research, reading, and expressive activity, Nahant Public Library seeks to balance the safety of its staff and the public with the need to make information and ideas in a variety of formats available to the Nahant community. The guidelines below are temporary measures meant to comply with federal, state, and municipal guidelines for operating during the COVID-19 pandemic. These guidelines may not be adequate for every contingency, and so may be modified at any time. For the most current Library policies, see <https://www.nahantlibrary.org/about-us>

1. Only staff and five patrons will be allowed in the building at one time. For the safety of the staff and patrons, all common touch points will be disinfected no less than daily. Staff will be masked when near one another and when patrons are present, and gloved and masked when handling circulating materials. Patrons will be masked when in the building or near others on the grounds. Anyone clearly unwell may be asked to leave for the day.
2. The rest room will not be available to the public at this time.
3. Nahant-owned books, CDs, and DVDs only may be requested by phone (781-581-0306), by email (nahant.circ@gmail.com), or through the online catalog. They will be disinfected and packed in clean bags, and staff will arrange for pickup or delivery. Patrons may also schedule time Tuesday-Friday, 10:00-5:00 for 50 minutes on the hour to browse and check out these materials in person or discuss reference questions at the main desk.
4. Pickups will be at the side entrance to the building, arranged in 15-minute intervals to ensure social distancing. Pickup is available to all cardholders, who must be masked for pickup. Delivery to homes will take place on Wednesdays and Fridays to Nahant residents only.
5. All borrowed materials may be returned at the book drop on the Pleasant Street side of the library building. Returned books will “rest” for at least 24 hours before being offered for circulation.
6. One public computer and one laptop will be made available to the public during public hours for 50 minutes, and wifi can often be accessed inside the building or from the sidewalk. Please observe physical distancing.
7. For everyone’s safety, the public may not approach the construction area at any time. The side entrance does have a bridge over the construction site that may be used to access the building or to pick up materials that have been checked out on rainy days.
8. The children’s room will be open to the public at this time but toys will be unavailable. The Summer Reading Program will be all online this year, June 19-July 31, and families may register at any time during the program.
9. In-person programs are canceled at this time. Please refer to our Facebook page or email newsletter for many online Library programs and recommendations to programs that may be of interest.