

Service Plan For Limited, In-Library Use

Pilot plan to allow members of the public into the Goodnow Library
starting on April 6, 2021

Factors Influencing Re-Opening the Library

Forward Progress

- ▶ Governor's recent announcements
 - ▶ MA returning to Phase III, Step 2 on March 1, 2021 easing restrictions
 - ▶ MA moving to Phase IV, Step 1 on March 22, 2021 return to "new normal"
- ▶ Availability of vaccine for 65+
- ▶ Maintaining safety precautions to keep staff and patrons safe

Restrictions

- ▶ Limited staffing
 - ▶ With the addition of in-library use to contactless pickup and other services, this doubles staff workload
- ▶ Lack of vaccinations for all staff
- ▶ Need to scale back if staff become sick or need to quarantine

Plan Development and Approval

This plan has been developed in cooperation, with input from the following:

- ▶ Goodnow Library Board of Trustees
- ▶ Henry Hayes, Sudbury Town Manager
- ▶ Bill Murphy, Sudbury Health Director
- ▶ Sudbury Re-opening Taskforce with representation from the Assistant Town Manager/Human Resources Director, Combined Facilities Director, Emergency Management Director, and other Town officials
- ▶ Library Staff
- ▶ Minuteman Library Network member libraries

Schedule for In-Library/Curbside Services

▶ IN-LIBRARY

▶ Tuesdays

- ▶ 10-11am, for ages 65+ and those with underlying health conditions
- ▶ 11am-4pm, all patrons

▶ Thursdays

- ▶ 1-2pm, for ages 65+ and those with underlying health conditions
- ▶ 2-7pm , all patrons

▶ CONTINUED CONTACTLESS APPOINTMENTS*

▶ Mondays and Wednesdays

- ▶ 10-4:30

▶ Fridays and Saturdays

- ▶ 10-1

**currently M,T,W 10-4:30, Th 1-7:30, F,S, 10-1*

Capacity, Signage & Traffic Flow

IN ORDER TO MAINTAIN EVERYONE'S SAFETY, A NUMBER OF CONTROL MEASURES WILL BE IMPLEMENTED

- ▶ The number of patrons allowed in the library at a time will be limited to 25.
- ▶ Visitors will be asked to limit their time to 15 minutes
- ▶ Stanchions will be placed to restrict access to off-limit areas.
- ▶ Arrows on floors will indicate walking direction
- ▶ Signage will aid in directing patrons to areas such as self-checkout, book return and various collections

Definition of Limited Services

WE CAN'T WAIT TO SEE YOU AGAIN, BUT USING THE LIBRARY WILL BE VERY DIFFERENT. HERE'S WHAT TO EXPECT:

▶ **You will be able to:**

- ▶ Browse and check out materials on the first floor
- ▶ Pick up holds
- ▶ Ask librarians for help looking up titles
- ▶ Replace or get a new library card

▶ **When in the Library, please:**

- ▶ Wear a mask at all times
- ▶ Remain at least 6 feet away from others
- ▶ Wait outside in line if Library hits capacity
- ▶ Follow traffic flow signage
- ▶ Abide by staff instructions regarding safety

▶ **At this time you will not be able to:**

- ▶ Access the second floor
- ▶ Use computers
- ▶ Scan, fax, photocopy or print
- ▶ Attend programs
- ▶ Use meeting rooms
- ▶ Use study rooms
- ▶ Use any space for studying, reading, socializing, or other activity
- ▶ Play with toys
- ▶ Use the Local History collection
- ▶ Spend a prolonged period of time in the library

Next Steps

- ▶ Adding Saturday hours
- ▶ Opening the drive through book return
- ▶ Museum Passes