



338 West Jefferson ■ Auburn, Illinois 62615  
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

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## Limited Library Opening Auburn Public Library District

**Library Open Date:** Monday, June 29

### Rationale

Now that our region of Illinois has entered Phase 4 on June 26, we will move into the corresponding phase in our re-opening matrix. The library building will be open to the public. Patrons will have access to the stacks as well as library services.

Most seating and all toys will be removed from the Library to discourage lingering or gathering.

To continue limiting the spread of the virus during this phase, the library will close 30 minutes early for cleaning and only 20 patrons will be allowed in the library at a time.

### Hours of Operation

- Monday, Tuesday, and Thursday 2 pm – 6:30 pm
- Wednesday 10 am – 6:30 pm
- Friday 10 am – 4:30 pm
- Because we typically only have a single staff member on Saturdays, until we are comfortable with the volume of patrons wanting access to the library, we will be closed on Saturdays. The library will continue to be closed on Sundays.

### Programs & Services Offered

- Check out and return of library materials
- Use of computers with a 30-minute time limit
- Printing, scanning, copying & faxing services
- Pickup of Summer Reading materials and prizes
- Elderly and/or vulnerable patrons may request curbside pickup or schedule at appointment before open hours
- Virtual programs, story times, and summer reading

### Programs & Services that are Not Available

- The Betty Ludek Adult Reading Area, the teen seating area, and the children's play area will be temporarily removed
- No in-person programming will be offered
- No donations will be accepted
- Assistance with public computers will be very limited



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### Patron Guidelines

- Patrons will be required to wear a mask while in the library. Patrons without a mask will be offered a free mask.
- Patrons will be asked not to enter the building if they are exhibiting symptoms associated with COVID-19. Patrons exhibiting visible symptoms associated with COVID-19 may be asked to leave or provided service outside the building.
- Hand sanitizer will be available at the front door and back door. Hand washing, with paper towels, is available in the public restrooms.
- Patrons will be asked to stay at least 6 feet away from others, when possible.
- Occupancy of the public library space will be limited to no more than 20 patrons. Patrons will be informed of our limited capacity and encouraged voluntarily not to bring multiple household members at once.
- All returns will be returned through the outside drop box.

### Staff Guidelines

- **Masks/PPE** When in the building, staff will wear a mask appropriately at all times, over the nose and chin. Staff are allowed to remove masks in the kitchen. Staff that do not already have a mask will be provided with one. Gloves are available to any staff that would like to wear them, but gloves are not a replacement for frequent and effective handwashing.
- **Social Distancing** Staff should maintain a distance of at least 6 feet between themselves and others at all times.
- **Handwashing** Frequent and effective handwashing is necessary. Staff must wash their hands with soap and water for at least 20 seconds or use hand sanitizer when they arrive at work, when they leave the building, and at frequent intervals throughout their shifts. Proper handwashing spaces and hand sanitizer are available at various points throughout the library.
- **Respiratory Etiquette** Staff should cover their mouths and noses properly when coughing or sneezing and not rely solely on their masks. Staff should remove themselves from others as much as possible when coughing or sneezing and wash their hands afterward.
- **Symptoms/Illness** Staff must remain at home if they are exhibiting any symptoms associated with COVID-19. Employees who stay home with symptoms may be asked to be tested before returning to work.
- **Donations** No donations will be accepted at this time.
- **Volunteers** Library volunteers will not be serving at the library during this time.



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### Library Procedures

- Hand sanitizer and disposable masks will be provided at each entry.
- Markers will be placed on the floor, 6 feet apart and both circulation desks and the reference computer.
- Staff will sanitize the following at least every 2 hours:
  - Handles on the front and back doors and bathroom doors
  - Circulation counter
  - Patron computers (after every use)
  - Outdoor book return handle
  - Copier/Scanner

### Curbside Option

- Curbside pickup will continue for those who request this service (vulnerable populations, elderly). Orders can be placed just as they have for our previous curbside service: online via the catalog, email, phone.

### Computer Use Procedures

- All four patron computers have been spaced at least 6 feet apart.
- Staff will assist with printing.
- Each person per computer will have a 30-minute time limit per session, unless extenuating circumstances are deemed necessary by staff.
- Staff will wipe down and sanitize an empty station after each use before a new patron is allowed to use it.
- Services available at this time:
  - Printing
  - Scanning
  - Making copies
  - Basic computer assistance

### Library Material Return Procedure

- Materials will only be accepted for return through our external book drop.
- Items drop into a plastic tub.
- Once a day a staff member (wearing a mask and gloves) will transfer the items to a new tub.
- A lid with the date will be placed on the tub and it will be taken to our meeting room where materials will sit for 3 days.
- After 3 days, items from the tub will be wiped down, checked in, and sorted for re-shelving.