

New Chenoa Library Opening Rules

At this time, we're offering limited services and hours to help reduce the spread of COVID-19. These rules are put in place for the safety of all. Although we are doing our best to protect you, entry into the library is at your own risk.

Until further notice the new library at 230 Green Street, Chenoa will open on **July 28, 2020**. **These special rules will apply until further updated.**

Hours will be -

Tuesday 3-6
Thursday 3-6
Saturday 11-1

Masks/Face coverings - Everyone over the age of 2 must wear a face covering to enter the building. Staff will also wear masks. **Those without masks will be offered curbside delivery.**

Sanitizer – Use hand sanitizer upon entering the building. We have a sanitizing station.

Restrooms – **No public restrooms will be available at this time.**

Age- Children must be 14 years or older to enter the building without an adult.

Social Distancing- **Throughout the library everyone including patrons and staff must maintain at least 6 feet of separation.**

Capacity - Only 25 customers will be allowed in the building at one time.

Browsing for materials - Time in the library is limited to 15 minutes to select a book or movie. No lounging. Parents please make selections for your children so that books are not unnecessarily handled. Place all library materials that you handle on designated tables. Please touch as few surfaces as possible.

Computers - Computer time is limited to 30 minutes for those with a business need. An appointment is required. Computer chairs will be appropriately distanced.

Curbside pickup will continue during hours the library is open. You can select titles through our website – chenoalibrary.org. Contact us (chenoapl@frontier.com, 815-945-4253) to order materials, or for help identifying books or movies to borrow. We will bring the titles to the door or your car. You will not enter the library.

Returning materials – Use the book drop behind the library or place your materials in a designated spot near the circulation desk. Do not hand materials to a staff person. Do not clean or disinfect materials before returning them. Cleaning materials at home may damage them. We will quarantine materials before checking them in.

Checkout – Observe the social distancing floor markers as you check out your books. We will e-mail a receipt to you.

We further request that you

- **Stay home if you're experiencing symptoms of Covid-19 or another illness – see below**
- **Maintain at least six feet of distance from staff and other patrons**
- **Minimize the number of family members visiting the library with you**

Covid-19 Symptoms from the Centers for Disease Control

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19 (CDC website, June 30, 2020).

Further ways we are helping you stay safe

Requiring temperature checks for all staff when reporting to work

Advising staff to limit interactions to fewer than 10 minutes

Increasing the frequency of cleaning high-touch areas

Enforcing social distancing

Quarantine of Materials - We are quarantining returned materials for 3 days before checking items in.

For this reason, materials could remain on your account for up to 5 days after you return them.

e-books - Please continue to use the e-books available through our website at chenoalibrary.org. If you are new to e-books or need a library card or pin number, contact us at 815-945-4253.

Overdue notices and other notices from our database provider - We have limited control over these notices. Due to the quarantine of materials, we will not charge fines until further notice. If you returned an item and it has not been discharged after 5 days, please let us know.

Contact us by phone or email so we can better serve you – chenoapl@frontier.com, 815-945-4253.

The safety and health of all visitors and staff is our priority.

Thank you for following our guidelines.

6/30/2020