

CALEDONIA LIBRARY

**3108 Main Street
Caledonia, NY 14423
585-538-4512**



PHASE 4 -- PARTIAL RE-OPENING PLAN

Beginning Thursday, July 2, 2020 Caledonia Library staff will offer pick-up service from 2:30 p.m. until 5:30 p.m., on Monday, Tuesday, Thursday, and Friday.

Our building remains closed to the public.

The staff will be busy negotiating our phased re-opening.

FIRST STEP – PICK-UP SERVICE

We are pleased to invite you to place items on hold . . . and then use our new pickup service.

Here is what you need to know to use this new service:

- There is no inter-library delivery at this time. Therefore, only items owned by Caledonia Library may be placed on hold.
- Log into your account and place your selected items on hold. Note that there is a hold limit of ten (10) items per account. Or call the library and we will be happy to place items on hold for you.
- Hold requests will usually be ready for pickup on the next library business day. When your order is complete, an e-mail notification will automatically be sent. If you do not have an e-mail associated with your account, you will receive a phone call.
- Holds will be bagged and labeled with your last name and placed on the pickup table outside, under the white canopy which is located behind the Library. Pickup service is from 2:30 p.m. until 5:30 p.m. Monday, Tuesday, Thursday, and Friday. If you cannot arrange pickup during regular pickup times, call us to determine if alternate arrangements can be made.
- If your bag is not picked up within seven (7) days, those holds will be deleted from your account, and the items will be placed back into circulation.

STAFF SAFETY

We are wearing masks and gloves, and socially-distancing.

In addition, returned items are placed in 72 hour quarantine before they are checked in.

You may still see these items on your account, but you will not be charged.

**Stay safe...and watch for updates
about our next steps to Caledonia Library re-opening!**