

**Honeoye Public Library
8708 Main Street
Honeoye, NY 14471**

CONTACTLESS CHECKOUT PLAN

PURPOSE

The Honeoye Public Library has adopted this Contactless Checkout Plan to establish procedures to safely circulate materials during the COVID-19 pandemic.

Precautions will be taken to reduce as many library touchpoints as possible and social distancing guidelines will be strictly enforced. However, with much still unknown about this virus, the safest way to access the library is through its electronic resources including ebooks, audiobooks, and magazines.

GENERAL GUIDELINES

- All staff must wear PPE when handling library materials
- All patrons must wear masks/face coverings when entering the library/holds Pickup Area/coming in proximity of library staff and other patrons
- Social distance guidelines of 6 feet between all individuals will be enforced at all times
- Return items should be placed in the Book Drop only
- Items cannot be sent to/from other libraries
- If you need a library card, please call the library to make arrangements

STAFF TRAINING

All library staff will be thoroughly trained on the following procedures, especially proper wearing and disposal of PPE before, during, after the handling of library materials.

STAFF PROCEDURES

- Gather holds/patron requests and check out items to the patron's library card
- Holds should be bagged with the patron's name attached to the outside. If bags are not available, items need to be wrapped in a way that covers the titles to protect patron privacy.

- Contact the patron to let them know holds are ready for pick-up. Provide clear instructions as to where the Pickup Area is located, how to retrieve items, and that all return items must be placed in the Book Drop.
- Bring holds to the Pickup Area will be designated as the Pickup Area.
- Holds should be arranged alphabetically in the Pickup Area with adequate space between each bag.

PATRON PROCEDURES

Placing items on hold

- Use our online catalog to place a hold on the items you want.
- Only local items will be available.
- You will be notified via email or phone when your holds are ready for pick-up.

OR

- Call the library to have items put on hold.
- Only local items will be available.
- Provide your library card #.
- You will be notified via phone when your holds are ready for pick-up.

Picking Items Up

- Mask/face covering requirements outlined in Executive Order 202.17 will be enforced when on library property.
- Proceed to the designated Pickup Area; Holds Pickup Area will be located at pick up tables.
- Search for your name on the bag handle only your bag.
- The items are already checked out to you; there is no need to visit the Circulation Desk.
- Once you have retrieved your holds, proceed to the exit; do not linger in the Pickup Area.
- Patrons who cannot medically enter the library are asked to contact the library so reasonable accommodation(s) for services can be made.
- Items cannot be returned to the Pickup Area; the Book Drop must be used for all returns.

ONGOING USE EVALUATION

The health and safety of the library staff and community is the top priority. Parts of this plan may be modified as more information regarding COVID-19 becomes available from the NYS Department of Health, CDC, OSHA, and local agencies.

Patrons refusing to abide by the procedures laid out in this plan may be subject to the corrective action steps as outlined in the library's Code of Conduct.

This plan will be followed until the public health threat posed by COVID-19 has been completely eliminated. Questions and concerns should be brought to the Director.

Adopted by the Honeoye Public Library Board of Trustees 5/20/2020