



NEW REOPENING POLICY

Beginning July 7, 2021;
rev. September 15, 2021

No Contact Pick Up & Library Card Pick up	Grab-and-Go & Browsing	Use of Library Computers
-Use of our convenient contactless pick up continues to be encouraged . -Library Card applications should be completed online.	No appointment necessary	-60 min. appointments must be made by calling the library in advance. HPL cardholders only. [Non-resident (blue) cards will not be honored.]
Monday, Wednesday, Thursday 10am – 7:45pm Tuesday, Friday 10am – 5:45pm	Monday, Wednesday, Thursday 10am – 7:45pm Tuesday, Friday 10am – 5:45pm	Monday, Wednesday, Thursday 10:30am – 6:30pm (last appt) Tuesday, Friday 10:30am – 4:30pm (last appt)

Safety Measures and Policies

Please sanitize hands and take your temperature upon entry and before browsing the shelves. The hand sanitizer dispenser and automatic/no contact thermometer are located near the entrance of the library. If your temperature is above 99.5, you will not be allowed to remain in the library.

Stay home if any of the following applies to you:

- Temperature over 99.5 or chills
- Headache or muscle aches
- Sore throat or cough
- Congestion or runny nose
- Nausea, diarrhea, or vomiting
- New loss of taste or smell

Wear a Mask (ages 2+) that completely covers the mouth and nose at all times: *Not acceptable:* gaiters, bandanas, scarves, face shields, masks with ventilation valves, hats, shirts, or other clothing. A disposable mask will be provided to those who do not have one.

Social Distancing: Please maintain a physical distance of at least 6 feet from other patrons and staff at all times.

Family/Children: Family groups should stay together. Children under the age of 12, must be accompanied by an adult. Children 12 and older must sign in between 3pm (or 1pm on abbreviated school days) and closing.

Checking-out Materials: Patrons are encouraged to check-out their own materials using the new Self Check-out Computer, located adjacent to the reference desk, for 5 items or less. If more than 5 items, please go to the circulation desk and have your library card available. Patrons are also encouraged to use contactless pickup by calling to request books or requesting materials online www.hillsidepl.org.

Library Material Returns: Please use our new indoor book drop (books are no longer being quarantined).

Copy Machine: Self Service copy machine is available. Change will not be provided.

Restrooms: Only one person at a time is allowed in the restrooms. Restrooms are cleaned once/day, not after each use.

The following are NOT permitted:

- Use of Zisman Meeting
- Food or drink
- Use of Quiet Study Area
- Notary Public service
- Donation of materials
- Tutoring
- Faxing/scanning
- Outside furniture
- Use of tables, chairs for more than 30 min.

PATRONS WHO DO NOT FOLLOW THESE GUIDELINES WILL BE ASKED TO LEAVE THE LIBRARY

Procedures are subject to change at any given time.

Approved by the Hillside Public Library Board of Trustees on June 16, 2021.
Revised September 15, 2021