

Dermott O'Toole Memorial Library

Instructions for In-Library Visits by Appointment

Beginning July 28, 2020
Tuesdays 1 – 4 & Saturdays 12 – 3

**To make an In-Library Appointment,
Please email domltke@gmail.com or call 736-2248.**

- Patrons must Not be exhibiting COVID-19 symptoms or other signs of sickness
 - Limit per appointment: one patron or one family group (up to three people)
 - 15-minute appointments for reviewing the shelves & check-out/return
 - 30-minute appointments for computer use; only one desktop available
 - *Masks are required for desktop use (masks provided if you don't have one)
1. Enter for your appointment through the door at the top of the Community Center stairs
 - Door will be locked, Knock and the Librarian will let you in.
 - Only one person on the stairs at a time except for family group
 - Remember to socially distance & wear a mask (masks provided if you don't have one)
 2. Wash your hands when you enter the library.
 3. General Protocol:
 - Social Distancing (6 ft. apart)
 - Masks encouraged for general library use (masks provided if you don't have one)
 - Keep hands clean: use available hand sanitizer or wash your hands for 20 seconds if you touch your face while using the library
 - Follow Posted COVID-19 & In-Library Use Protocol
 - All Toys & Children's Computer unavailable at this time
 4. Shelf review and Check-Out/Return Protocol:
 - Place items to return in "Return" tote as you enter the library.
 - After handling items that you are not checking-out, place them in the tote marked "For Disinfection". They will be disinfected before being re-shelved.
 - Follow Posted Check-out Procedure
 5. Computer Use Protocol:
 - Masks are required (masks provided if you don't have one)
 - Plastic wrap will cover keyboards while typing & will be replaced for each new user.
 6. Disinfection / Cleaning will be performed after each appointment.