

AK-CHIN INDIAN COMMUNITY LIBRARY

REOPENING GUIDELINES

Beginning May 26TH, the Library will be open for limited services by appointment for the following days/times Monday - Friday 9AM - 5PM, under the following conditions with no exceptions:

Public in the building:

- Library & Education Lobby doors will remain locked.
- An appointment will be required for Library access.
- **Please call us at 520-568-1675 to reserve a computer or to check out a book or DVD.**
- Children (ages 8 and up) can visit the Library to check out a book, but they have to call the Library to set up a time. They will be allowed 30 minutes in the Library.
- Only 5 patrons are permitted in the building at a time to support social distancing guidelines.
- Patrons will sanitize hands before entering the Library and exiting the Library.
- **For a patron to enter the Library, they will need to be wearing a mask.** *Please let us know if you need a mask and we will have one ready for you to wear before entering the Lobby.
- Individuals will only have 30 minutes inside the building to conclude their business.

Public Use Computers:

- Only 4 public use computers will be available for public use.
- Designated computers will be 6+ feet apart and well labeled.
- Users will clean before and after use.
- Computers will be available to individuals that are using them for necessary work: Employment, benefits work, school work, etc.
- **Computer gaming is not classified as necessary.**
- Please keep children at home when conducting Library computer business.
- A time limit of 30 minutes will be in effect; extra time will be allotted if deemed necessary.
- Staff will only be able to provide limited computer help in order to ensure physical distancing.

Library Programs:

- All Library programming that can be moved online to a "Live" platform or as previously recorded videos will do so.
- All library programming that cannot be moved online will be temporarily suspended until it can be handled virtually (i.e. Facebook).
- Library staff may drop of consumable materials at a participant's residence within the Community. This will be a **No Contact** drop off at their front door.

Check in and out of Library Materials:

- Digital Materials. We will encourage the check out and use of digital materials from our digital collections in Overdrive/Libby app. We will order such items as requested.
- Physical Materials: The return of materials that are currently checked out can be done at the book drop box. This is checked daily. Items returned will be held in quarantine for 72 hours before being cleaned.
- Curbside pick-up will begin when Library has adequate personal protection equipment.

