# Library Building Open

Starting on Tuesday, September 8, the library will be open to the public with the following hours:

- Monday through Thursday: 10 am 9 pm
- Friday and Saturday: 10 am 5 pm
- Sunday: Closed

### New Requirements

In order to help protect our patrons and staff, everyone visiting the library must follow these requirements:

- Wear a face covering or mask covering their nose and mouth at all times. Children under the age of two are exempt from this, but must be closely monitored at all times by a parent or guardian. If you have a medical condition that prohibits wearing a mask, curbside library service is available.
- Maintain social distancing of at least six feet apart.
- Wash your hands and/or use hand sanitizer often.

## What We're Doing To Keep You Safe

- Following cleaning and disinfecting protocols put out by the CDC and frequently cleaning hightouch surface areas.
- Providing hand sanitizer stations upon entry and at check-out.
- Sneeze guards are in place at service desks.
- Staff are wearing masks.
- Asking patrons and staff to stay at home if they have had a fever, cough, shortness of breath, feeling unwell, or exhibiting other COVID-19 symptoms.
- Implementing social distancing in aisles and at service desk.
- Providing Q-tips for touch free check out at our self-checkouts.
- Asking patrons to continue to return material to the outside book drops.

## Library Spaces

When you visit us, the library will look a little different. Here is what you can expect:

- Building capacity of 27 patrons at a time.
- Each patron will be allowed in the building for up to one hour.
- Seating has been removed from the collection area.
- Signs have been placed on the floor to maintain social distancing at service desk.
- Signs have been placed on the floor for one-way usage of the library aisles/shelving areas.
- Toys in the play area and board books are currently unavailable.
- Select computers are available to help maintain social distancing.
- Meeting rooms and study rooms will not available for public use.
- Newspapers are not available for public use.
- Free coffee and tea will not be available at this time.

## Services Offered

At this time, we will be offering the following Grab and Go services:

- Check outs and holds
- Library card registration
- Reference help and Reader's Advisory
- Virtual Programming and Summer Reading Program
- Computer Lab (limited seating)
- Copying, scanning, printing, and faxing
- Curbside service
- Magazines are available for check-out

## Computer Use

- Computers will be available on a first-come, first-served basis. The number of computers available has been reduced for patron health and safety, and sessions are limited to one hour.
- Early Learning Computers are available for check-out.

## Enjoy the Library from Home

These services are currently available and will continue to be offered after July 13:

#### • Virtual Programs, D.I.Y. Storytime Kits

The library is expanding our online programs for all age groups! You can view the full schedule of virtual library programs on our <u>online calendar</u>. Some programs require registration, which will be noted in the program description.

We are also offering D.I.Y. story time learning kits. Pick up these kits at the library to make creative crafts and learn at home!

#### • Digital Library Services - Download eBooks, Movies, and More From Home

We have thousands of titles you can check out from home, including eBooks, audiobooks, music, movies, and databases. Check out our website for more information, or go directly to or <u>Downloadable Content</u> or for a complete listing of our databases go to <u>eResources</u>.

#### • Online Card Registration

Sign up for a digital library card to access all of our online resources including eBooks, eAudiobooks, online databases, and more. You must be at least 13 years of age to register.

#### • Wireless Print Service

From our website, use our <u>Wireless Print Service</u>. Use your Internet connected PC or laptop to print virtually any document or web page to the Library's printer. Print from your home, school, office or from your laptop at the Library. Your print job will be waiting for you for up to 14 hours. For mobile printing, please download the FREE **Public Print Locations** app available on both <u>Android</u> and <u>Apple</u> App markets.

### Other Information

#### Book Drop

All library items can be returned via the book drops. If a book drop is full, please do not leave items outside the book drop or the building. The book drop will be emptied throughout the day, so please try again at a later time.

All returned materials will remain on your account during a recommended quarantine period of at least 72 hours. Wood Dale Public Library is a fine free library, and no fines will be assessed on items that become overdue.

#### • Donations Closed

For the foreseeable future, the library is not accepting donations of library material. Please do not leave donations outside the library or in the book drop.

#### Hold Restrictions

SWAN libraries are opening up holds to their collections in July, August and September. If you need help finding an item, please call the Library at 630-766-6762 and press 0 for assistance.

#### • Library Construction

Due to the Library's ongoing construction project, only the front entrance is available to patrons. Also, please use extra caution when there is increased construction activity in the parking lot.

#### • Free Little Pantry

The Free Little Pantry will continue to be accessible in front of the library building. When donating food items, please remember to only bring non-perishable and unexpired items.