

## Public Services Return to Work/Library Re-Opening Plan

- Stage 1 > some staff work in the building according to set schedule for distancing (one person in work area at a time); providing limited reference, interlibrary loan (most libraries closed), and full ArticlesPlus services; handling mail; handling TSB processed materials; taking care of fiscal, personnel, and statistical tasks
- Stage 2 > all bureau staff work in the building ONE WEEK, collections work caught-up (TSB processing checks/corrections, shelving); circulation updated; files/work transferred back to office work stations; office work routines restored; security services restored; interlibrary loan services for libraries and reference services continue, full ArticlesPlus service continues
- Stage 3> Some public services restored OUT OF BUILDING – curb side delivery/pick-up of library collection materials; limited reference services continue; interlibrary loan services restored
- Stage 4> Additional public services restored IN LOBBY ONLY- security guard on duty in lobby; public laptop wireless computer(s) available at security desk to look for and request library collection materials which will be left outside library door for pick-up by public; telephone reference/research assistance/immediate real time conversations with librarians behind the glass wall; full email reference services restored; full interlibrary loan and ArticlesPlus services continue
- Stage 5> LIBRARY OPEN to public with EXTRA PRECAUTIONS and provided adequate public area sanitation supplies are available – LIBRARY OPEN to public and all library services for the general public as well as state government and libraries are provided as scheduled Monday through Friday, 11:00 AM to 5:00 PM with social distancing accommodations in place such as moving public seating and computers 6 feet apart, perhaps limiting the number of people allowed at one time and limiting computer time to 45 minutes or by appointment so that sanitation can take place between users, and closing the seating wings to reduce sanitation requirements as well as provide a storage area for extra tables and computers
- Stage 6> LIBRARY OPEN to public, business as usual, all library services for the general public as well as state government and libraries are provided as normal and as scheduled Monday through Friday, 11:00 AM to 5:00 PM