

Reopening Plan arkansas city public library

This plan may change depending on what experts and officials are saying. It is a phased re-opening, with flexible levels that allow for ACPL to progress or regress through each stage.

| | Considerations For This Phase | Entrance to Facility | Hours of Operation | Circulation | Holds | Physical Services | Periodicals | Internet Access | Homebound Services | Patron Account Assistance | Non-Traditional Items | Programs | Materials Handling | Materials Ordering/Processing | Staff Safety |
|---|--|--|---|---|---|--|---|--|--------------------------------------|--|--|---|---|---|--|
| Phase 1: Began March 15, 2020 Virtual Services | Stay-At-Home Order in Place Other Surrounding Libraries Closed (Coordinated with Libraries in State & Not Ahead of Libraries in SCKLS Area to Avoid Becoming Disease Vector) | Use of Building is Restricted to Staff Performing Critical Operations & Obtaining Supplies Needed to Work at Home | Facility is Closed Staff Primarily Work from Home | No Physical Items Will Be Circulated During This Time. Only Electronic Resources (eBooks, Audiobooks) Available | Holds Unavailable | No Physical Services Available | Unavailable | WiFi Only | Unavailable | Via Email, FB, & Phone | Unavailable | Virtual | Bookdrop is Open for Returns Items Quarantined for 72 Hours Before Circulated Again | Ordering Focused on Digital Resources | Staff Works from Home |
| Phase 2: Began June 1, 2020 Distanced Physical Services | Officials Have Authorized a Reopening Adherence to Gathering Limits 6' Apart Rule Applies Must Have Safety Materials Available for Staff (masks, gloves, sanitizers/disinfectants) Coordinated with Libraries in State & Not Ahead of Libraries in Local Area to Avoid Becoming Disease Vector | Use of Building Restricted to Staff Performing Critical Operations, Working on Projects & Curbside Service | Facility is Closed Limited Staffing HOURS: 10am—6pm Monday—Friday | Curbside Service of Physical Items (Books, DVDs, Audiobooks) 3D Print Ordering (pickup via curbside) Electronic Resources Available | Holds Available Via Curbside Service Only | Curbside Circulation | Unavailable | WiFi Only | Availability Dependent on Volunteers | Via Email, FB, & Phone | Unavailable | Virtual Grab 'n' Go Kits (Crafts, Educational, etc.) | Returns Allowed via Bookdrop Only Items Disinfected & Quarantined for 96 Hours Before Circulated Again | Focus on Ordering Digital Resources, Bestsellers, & Other High Circ Items | Masks/Gloves Required When Handling Returned Books Masks Required When in the Stacks Staggered Shifts & Telework Reduced Operational Hours Additional Cleaning Protocols |
| Phase 2.5: Began June 22, 2020 Additional Distanced Services | Officials Have Authorized a Reopening Adherence to Gathering Limits 6' Apart Rule Recommended Must Have Safety Materials Available (masks, gloves, sanitizers/disinfectants) Reduced or Stable Active Cases of COVID-19 Locally and/or Statewide Coordinated with Libraries in State & Not Ahead of Libraries in Local Area to Avoid Becoming Disease Vector | Use of Building Restricted to Staff Performing Critical Operations, Working on Projects & Curbside Service | Facility is Closed Limited Staffing HOURS: 10am—6pm Monday—Friday | Curbside Service of Physical Items, Prints, Copies, Faxes, & New Cards 3D Print Ordering (pickup via curbside) Electronic Resources Available | Holds Available Via Curbside Service Only | Curbside Circulation | Unavailable | WiFi Only | Availability Dependent on Volunteers | Via Email, FB, Phone | Unavailable | Virtual Grab 'n' Go Kits (Crafts, Educational, etc.) | Returns Allowed via Bookdrop Only Items Disinfected & Quarantined for 96 Hours Before Circulated Again | Focus on Ordering Digital Resources, Bestsellers, & Other High Circ Items | Masks/Gloves Required When Handling Returned Books Masks Required When in the Stacks Staggered Shifts & Telework Reduced Operational Hours Additional Cleaning Protocols |
| Phase 3: Began July 22, 2020 Short-Term Use of Library Space | Officials Have Authorized a Reopening Adherence to Gathering Limits 6' Apart Rule Recommended Must Have Safety Materials Available (masks, gloves, sanitizers/disinfectants) Reduced or Stable Active Cases of COVID-19 Locally and/or Statewide Coordinated with Libraries in State & Preferably Not Ahead of Libraries in Local Area | Use of Building Open to Staff Performing Critical Operations, Working on Projects & Curbside Service, and Staff & Patrons Participating in Appointment-Only Services | Facility is Partially Opened Limited Staffing HOURS: 10am—6pm Monday—Friday | Curbside Service of Physical Items 3D Print Ordering (pickup via curbside) Electronic Resources Available | Holds Available Via Curbside Service Only | Curbside: Circulation Printing Photocopying Faxing Services by Appointment: Computer Use 6' Distance Must Be Maintained PATRONS MUST WEAR MASKS WHEN INSIDE BUILDING | Unavailable | WiFi & Appointment-Only Use of Computers | Availability Dependent on Volunteers | Via Email, FB, Phone, & By Appointment | Unavailable | Virtual Grab 'n' Go Kits (Crafts, Educational, etc.) | Returns Allowed via Bookdrop Only Items Disinfected & Quarantined for 96 Hours Before Circulated Again | Focus on Ordering Digital Resources, Bestsellers, & Other High Circ Items | Masks/Gloves Required Staggered Shifts & Telework Reduced Operational Hours Additional Cleaning Protocols |
| Phase 4: Date Unknown Longer-Term Use of Library Space | Officials Have Authorized a Reopening Adherence to Gathering Limits 6' Apart Rule Recommended Must Have Safety Materials Available (masks, gloves, sanitizers/disinfectants) Reduced or Stable Active Cases of COVID-19 Locally and/or Statewide Coordinated with Libraries in State & Preferably Not Ahead of Libraries in Local Area <u>Ideally Large-Scale Testing Has Occurred</u> | Use of Building Open to Staff and Patrons | Facility is Opened Full Staffing HOURS: 9am—7pm, M-R 10am—6pm, F 10am—2pm, Sat Hours for Vulnerable: 9am—10am, M-R | Checkout of Materials Available Via Curbside or in Facility Electronic Resources Available | Holds Available Via Curbside Service or In Facility | Curbside Circulation Available All Services Opened, but: 30-Minute Computer Use (with spacing considerations & limited staff help) No Toys in Children's Area Makerspace Appointment Only Meeting Rooms Unavailable Limited Seating | Possible availability; depends on local situation regarding the virus | WiFi & Limited Computer Use | Availability Dependent on Volunteers | Via Email, FB, Phone, & In Person | Unavailable | Physical Programs Available: Patrons Must Register and Cap is Small | Returns Allowed via Bookdrop & Inside Items Quarantined for 96 Hours Before Circulated Again | Normal Ordering/Processing | Masks/Gloves Highly Recommended Additional Cleaning Protocols |
| Phase 5: Date Unknown Back to Normal | Officials Have Authorized a Reopening No Limits on Gatherings 6' Apart Rule Recommended Reduced or Stable Active Cases of COVID-19 Locally and/or Statewide <u>Ideally There is Widespread Immunity and/or a Vaccine</u> | Use of Building Open to Staff and Patrons | Facility is Opened Full Staffing NORMAL HOURS: 9am—8pm, M-R 10am—6pm, F 10am—2pm, Sat | Checkout of Materials Available in Facility Only Electronic Resources Available | Holds Available in Facility Only | All Services Opened | Available | WiFi & Computer Use Available | Available | Via Email, FB, Phone, & In Person | Games, Headphones, Cake Pans, etc. Available | Regular Programming Available | Returns allowed via Bookdrop & Inside Items No Longer Quarantined | Normal Ordering/Processing | Functions Return to Normal |