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## **IMMEDIATE PRESS RELEASE FOR BOYCE DITTO PUBLIC LIBRARY**

May 14, 2020

Boyce Ditto Library began porch side service on May 11<sup>th</sup>. We will be operating with an abundance of caution so that our staff and library users will remain healthy through this crisis. You can expect us to open to the public on May 18<sup>th</sup>. We will then allow six additional people to book appointments to review books for checkout and to use our computers, copying/faxing and printing services. Below is a list of temporary policies and procedures related to you as frequently asked questions. You may also want to know the answers before deciding when and how to use our new services and so that you can decide what makes you feel most secure in your personal choices. Thank you in advance for doing your part to make personal safety possible!

### **1. Have we modified our service hours from what they were last year?**

*We regret deeply that we will need to modify service hours due to staff shortages and need to reduce spending.*

*Our hours for reopening to porch side service are: 9-1pm and 2-5pm weekdays. As we transition, we will continue to evaluate hours and will attempt to have more family-friendly evening hours one night per week.*

### **2. Will we continue porch side service while having in-house library use.**

*Yes, in fact, we highly recommend you use our new service. We prioritize all other service around this one. You may call and have your books picked for you prior to pick-up and merely step out from your car to the porch to pick up items with your last name and your books ready on our table. As time allows, we will begin to incorporate Reader's Advisory service to further personalize and enhance your reading choice experience.*

### **3. Is your bookdrop open again?**

*Yes, our bookdrop is open; however, we are not accepting donations at this time.*

### **4. How long will we have a grace period for items checked out before we closed?**

*These items will be extended through grace until Jun 1. Then we expect their return and will no longer consider these merely overdue but will make these items lost. You may return items in our bookdrop.*

### **5. Who and what will we allow in the library during Covid-19?**

*We will not accept donations and volunteers will be considered on a very limited basis to help with managing library traffic and shelving. We will not allow personal items other than purses and book bags. We prohibit most personal items such as large knap sacks. **Children under 16 will not be allowed in the library at this time.***

**6. Do I need to wear a mask in the library?**

*Cleanliness and regard for others are the priority. We expect users to practice healthy lifestyles. Those who do not, will be asked to leave. To that end, we will not require you to wear masks; however, if we find that users are not making good decisions about personal distancing and electing not to wear masks, we reserve the right to change this rule and require masks in the library.*

**7. Will we continue quarantining materials?**

*The staff will be practicing daily precautionary measures to make certain they are not sick, as described in Governor Abbott's Guidelines for reopening the economy. The library will continue quarantining items returned. We will remove items from circulation for six days upon receipt and any items you review and do not check out will also be quarantined. For this reason our shelves will remain closed to the public. Staff will be picking all items for our guests to examine before placing them in quarantine.*

**8. What is our current assigned occupancy?**

*Our assigned occupancy for the building is 122; however, only about 5 to 6 thousand of this space is public common space, not work areas or community entertainment. Since we are attempting to keep our shelves free of contamination by touch of multiple users, we are allocating about 2 thousand as public space. With six foot distancing, we will allow six people to enter the building. Given our small number of staff, we want to make sure we can handle the new intensive service. Provided we are able to manage six people, we will allow eight people on the premises.*

**9. How will we rearrange furniture to accommodate social distancing?**

*We have already moved quite a bit of our furniture to accommodate social distancing standards. We will provide further instructions when you enter the building and are guided through our new procedures for services.*

**10. Will we allow public internet access? How will we disinfect computer keyboard, mouse, table?**

*When we reopen, we will allow three computers to be used by the public. These will be scheduled for one hour sessions daily and we ask that you remain sensitive to other users need for access during this time. We also ask that you refrain from asking for staff assistance for lack of computer knowledge since social distancing is mandatory. Our computers will be cleaned after every session. All viewing, keyboard table and chair surfaces will be cleaned with bleach solution.*

**11. Will we require staff to wear masks or other PPE?**

*Staff will be required to wear masks at all times as they work near the public.*

**12. How will we enforce social distancing?**

*While we cannot make guests abide by guidelines of social distancing, we can ask guests to leave if they infringe on the right of safety for others. Please let us know if you experience any issues.*

**13. What happens if a patrons appears ill and is coughing/sneezing profusely?**

*For the safety of all guests and staff, anyone who shows symptoms of illness will be asked to leave the building since we and they cannot know whether they are infected.*