

## Topic: Workplace Health & Safety

### 7.11 Curbside Pick-up & Public Access Computers Procedures

Board Motion Number:	<b>21.105</b>
Date of Original Board Motion Number:	<b>September 22, 2020</b>
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Date of Next Review:	<b>2022</b>
Attachments:	<b>Sample Poster</b>

Signature of Board Chairperson (and Date):

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#### Curbside Pick-up Procedures

During times when it is necessary to close the library building due to emergencies, viral pandemics/epidemics or extenuating circumstances, or through government directive, the library may be given permission to provide curbside pick-up and other services for patrons of the North Kawartha Public Library.

#### **Schedule for Holds Pick-up**

For patrons with library cards in good standing, items may be placed on hold 24/7 using our online catalogue. Patrons may also e-mail (curbside@northkawarthalibrary.com) or call during regular library hours to place holds on items:

##### Apsley Branch

Thursdays and Fridays 10:00 a.m. – 4:30 p.m.

Saturday 9:30 a.m. – 1:30 p.m.

##### Woodview Branch

Saturday 10:30 a.m. – 1:30 p.m.

Interlibrary Loan service may or may not be offered during this time.

#### **Picking up Holds**

When your hold is fulfilled, the library will contact you to let you know it is ready for pick-up and to set up a pick-up day and time.

Materials will be placed on a table on the porch at your chosen branch at the designated time. The table is sanitized after each pick-up.

## **Returning Items**

During a viral pandemic/epidemic, all materials being returned will be quarantined for one week before being loaned again. Staff will be provided with gloves to ensure safe handling of items when they are removed from the drop box.

Drop boxes at both branches will remain open. Staff will be emptying the book drop nightly at the Apsley Branch and weekly at the Woodview Branch. Renewals are available as usual.

## **Printing**

Print jobs are at the discretion of the Technical Services Coordinator. Printing will be placed outside on the porch for pick-up. Payment must be placed by the patron into a container and not touched by staff for 72 hours. Change can be made from the library cash box and set out with the printing.

## Public Access Computers Procedures

If patrons are restricted from touching items in the library a computer may be set up in the library boardroom for public use.

- Patrons enter and exit the boardroom through the side entrance to the boardroom.
- Patrons have use of the family bathroom. The pathway to the bathroom has been cordoned off. There is no access to the rest of the library. This bathroom will be posted “use at your own risk”.
- Computers are booked by appointment only through phone or email.
- Computers are booked for one hour at a time.
- Booking time slots are at 10:00 a.m., 11:30 a.m., 1:00 p.m., and 2:30 p.m. on Thursdays and Fridays.
- Booking time slots on Saturday are 9:30 a.m., 11:00 a.m., 12:30 p.m.
- Thirty minutes are reserved in between time slots to clean the computer.
- Computers are thoroughly cleaned after each use. Silicone keyboard coverings are alternated and cleaned in between uses - the same silicone cover is only used once per day.
- If assistance is required, the patron and staff member must be wearing a mask.
- Printing is available upon request and is brought to the patron in the boardroom.

Public access to a computer may or may not be offered at both branches. If offered at the Woodview branch patrons could access the computer from the back door and the rest of the library could be cordoned off. Entry/exit in Woodview would have to be coordinated with the Township as this is a joint use facility and access to a washroom would be in the Township space.

**Disclaimer:**

Curbside pick-up, staffing, phone hours and other services may change at any time during the closure. Updates will be posted on our website and social media platforms as developments occur.

**COVID-19 Disclaimer:**

Returned materials will be quarantined for one week before being placed back into the lending collection. The North Kawartha Public Library cannot guarantee the safety of library items. Please handle with caution.