

## Library Book and Material Handling Procedures

- All items coming in to Brooks Public Library (returned through the book-drop or delivered in a shipment) are quarantined for 3 days (72 hours). Any contact with these items while placing them in quarantine is done with gloved hands.
- After 3 days of quarantine, items are processed and the cases/covers/jackets are disinfected with an approved cleaner/wipe. *(Please contact the library by phone if you are able to help provide the cleaning supplies required.)*
- Library patrons with holds on items held in the Brooks Public Library collection will be contacted by phone to schedule a Touchless Holds Pickup appointment. The items are checked out to the patron when the appointment is made and the package is sealed. Brooks Public Library recommends scheduling appointments at least 72 hours in advance to allow sealed Holds package to isolate after being handled by library staff. Starting July 2<sup>nd</sup> patrons can opt out of advance scheduling and make same day Pickup appointments.
  - A special note: Pickup appointments will only be arranged with adults (18+). Parents of children with holds will be contacted. Teens will be contacted directly, but pickup arrangements will only be made with a parent/guardian.
- Touchless Holds Pickup appointments are available at the following times:
  - Sundays: 1 to 5pm
  - Mondays, Wednesdays, Fridays, and Saturdays: 9am to 5pm
  - Tuesdays and Thursdays: 9am to 8pm
- Library patrons have a 10 minute time window to pick up their Holds package (identified by their name and the appointment time/date) which is hung outside the staff entrance to the library on the east side of the building (look for the door with a “Library Book Return” sign hanging above it). Library staff will observe the pickup from within the library but are not allowed to interact with patrons. Please do not approach library staff or try to converse with them through the book-drop or window. You may call the Library main line if you have questions or concerns.
- If a patron misses their Touchless Holds Pickup appointment, staff will attempt to contact them to reschedule.
- Due to quarantine periods on returned items, online account information may not always be accurate. No overdue fines will be accrued while the Library is closed to the public.