

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 24 hours. Any contact with these items while placing them in quarantine is done with gloved hands.
- After quarantine, items are processed and the cases/covers/jackets are disinfected with an approved cleaner/wipe.
- 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.
 - 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.
- 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. Consecutive missed appointments will result in item hold suspension.
- Due to quarantine periods on returned items, online account information may not always be accurate.
- When in person visits are allowed, books and materials handled, but not checked out, by patrons during Browsing Appointments will be set aside and cleaned at designated times during the day before being returned to the shelf.