



LIBRARY REOPENING

Monday, July 27th

By Appointment Only

Dear Lewisboro Library Patrons,

We are happy to announce that the Lewisboro Library is opening our doors **Monday - Friday by appointment only** to a limited number of patrons **on July 27th**! **The children's room will remain closed**, but we will be happy to retrieve items for you. There will be **abbreviated 30 minute browsing sessions** to help ensure the safety of our patrons, staff and volunteers. During this time, **our Curbside Pickup tent will still be available** and you are welcome to take advantage of this option!

Hours for In Library Browsing

30 minute appointments

Monday - Thursday 10:30 am – 5:30 pm

(last appointment 5:00 – 5:30 pm)

Friday 10:30 am – 4:30 pm

(last appointment at 4:00 – 4:30 pm)

Please call **914-875-9004** to reserve your Browsing Session.

Hours for Curbside Pickup

30 minute appointments

Monday - Thursday 10:30 am – 5:00 pm

(last appointment 4:30 – 5:00 pm)

Friday 10:30 am – 4:00 pm

(last appointment 3:30 – 4:00 pm)

Saturday 10:30 am – 2:00 pm

(last appointment 1:30 – 2:00 pm)

Please call **914-875-9004** to reserve your Curbside Pickup appointment.

You can also email lewisborolibrarycurbside@wlsmail.org to make an appointment.

How by-appointment browsing will work

30-minute "Browsing Sessions" can be reserved by each patron, or same-household group of 5 (five) people or fewer. **Do not assume you have an appointment until it is confirmed by the staff.**

The number of Browsing Session reservations will be limited to ensure a **maximum of 10 (ten) patrons** are in the library at any one time. Waiting outside until someone leaves the building may be necessary.

To ensure social distancing can be accomplished, **the Town House side entrance will be the only entry door available.**

No children under 5 will be allowed to enter the building. **Children age 5 thru 9 must be supervised by an adult.**

Patrons are encouraged to call upon arrival. Our number is 914-875-9004.

Safety Requirements

Per executive order of New York State Governor Andrew Cuomo, **a mask or other face covering must be worn** (correctly positioned to cover the nose and mouth) by every patron (including children) for the duration of their library visit. Anyone not wearing a mask or face covering will be denied entry or asked to leave the building.

Patrons **must use the provided hand sanitizer and/or gloves** before entering the main building.

Patrons must **maintain a minimum of six (6) feet of physical distance** from any other patron or staff member while they are in the Library.

Frequently Asked Questions

What happens when I enter the Library?

A masked greeter will offer you hand sanitizer and remind you to follow the floor markers. A mask is required to enter the building.

What areas of the Library will be accessible?

Patrons will be restricted to the main area of the library. Patrons will be admitted to browse the regular collection on a case by case basis.

Reference & Reader's Advisory will be available during browsing sessions.

Will parts of the library be closed?

The children's room, conference room and public restrooms will remain closed.

How did you determine building capacity limits?

We looked at space constraints and the need to provide 6' for social distancing.

What technology services will be available?

2 (two) public computers will be made available for patrons' use during their 30 minute Browsing Sessions. 2 (two) additional time extensions of 15 minutes each can be requested if no other patron is waiting. Patrons should let staff know they need to use the computer when making an appointment.

Printing, copying and scanning services will be available. Patrons should let staff know they need these services when making an appointment.

How can I Check Items Out, Return Items and Pay My Fines?

Hands free checkout will be available at the circulation desk. A scanner will be available to you on the outside of the glass. When you and the clerk are ready, scan your card. Then scan each item you wish to take out. The clerk will watch the computer screen for you. When you are done, the clerk will either email or print your receipt.

The book return in the circulation desk within the library will remain closed. Please place returns in the green bin located in front of the book return in the circulation desk. The green bins in the tent or the outside book drop can also be used to return items. Returned items will be quarantined for a minimum of 96 hours.

Patrons can pay their fines in the traditional way, or patrons will have the option of placing fines in an envelope with the patron's name written on the front of the envelope. The envelope can be placed in the green bin.

Will I be allowed to stay longer than 30 minutes?

Our occupancy is limited by space constraints. We limit the time in order to help control the flow of visitors, assure access to everyone and to keep everyone safe.

Please, no studying, playdates, lingering or reading of newspapers/magazines will be allowed in the building.

Will parts of the library be closed?

The Children's room, conference room and public restrooms will remain closed.

I returned an item, but it still appears on my "items out" list. Why?

Returned items are being quarantined for 96 hours before being checked-in and recirculated. Because of this, there will be a delay for a returned item to appear as "returned" in your account. But don't worry - there are no fines or late fees right now.

If there are no fines or late fees, do I really need to return my material(s) by the due date?

Libraries work best when everyone shares responsibly - so even if we do not have fines, we ask that you please honor our checkout time limits. If materials are not returned, after enough time passes we would consider the item "lost" and a bill would be incurred to replace the item. We do not wish that to happen, so please return your materials.

How is the Library keeping patrons and staff safe?

The Lewisboro Library's Board of Trustees do not come to these decisions lightly. The safety of our patrons, staff and volunteers is our top priority. For these reasons we will be constantly evaluating our processes, protective equipment, cleaning materials, and guidance from local health officials.

How should I clean books safely?

Viruses dry up quickly on paper, and we ask that book pages not be sprayed, wiped, or otherwise made wet, as that would damage the book. You are free to use a disinfectant wipe on the plastic book cover, and to "quarantine" your books before use. Further, please wash hands regularly, avoid touching your face, and do not cough or sneeze on the books.

Can I donate books to the Library?

Due to the efforts to safely prepare our locations for socially distant services, we can only accept donations on a case-by-case basis. Please contact the Director, Cindy Rubino at 914-875-9004. Please do not leave donations on the curbside pickup table, do not place donations in the book drop, or leave items outside the library.

Can I suspend the pickup date for my holds until I am ready to start reading books from the Library again?

On Hold items that are Waiting for Copy can be suspended. Items that are Ready for Pickup or In Transit may not be suspended. Items can be suspended through the catalog.

Can you hold storytimes and other children's programs outside, please?

While the library has begun to experiment with outdoor programming by offering our Children's Book Clubs outside, as well as Teen Yoga, these are programs aimed at older children, who we are confident are able to practice social distancing and understand its importance as well. This is not always the case where infants and toddlers are concerned. We do not feel at this point that we can offer the same expressive children's programming our patrons have come to love, while still maintaining a high level of safety.

**** Covid-19 Risks**

To mitigate the spread of Covid-19 infection to our patrons and staff, Lewisboro Library is observing safety guidelines from the [Centers for Disease Control](#) and re-opening guidelines from our State's "[New York Forward](#)." Those precautions notwithstanding, all patrons entering the library understand the inherent risk of exposure to Covid-19 in any public place where people are present.

We Look Forward to Seeing You Again!