

# FULTON PUBLIC LIBRARY

## BROWSING AND COMPUTER APPOINTMENT POLICY

Anyone with a library card or who would like to sign up for a library card to use services can use the library during the limited computer use and/or limited browsing period of the library's reopening. If a patron would like to sign up for a card prior to coming into the library, they are encouraged to call the library directly to provide proof of residency.

While the policy covers both computer use and browsing, the library may add services on one at a time to allow time for staff to acclimate to new processes and troubleshoot any issues that may arise from these modified services.

Due to capacity limits, 2 people will be allowed inside the library at a time: 1 person for browsing and 1 person for computer use. Additionally, only the main level and mezzanine will be available for browsing. Staff will be happy to retrieve items from the children's area\* for patrons.

\*Carts containing new children's materials and materials highlighting the children's collection will be available to browse in the main area of the library.

### Browsing by Appointment

All browsing will be by appointment only at this time. Patrons who would like to browse should call the library at 315-592-5159 or email us at [fullib@ncls.org](mailto:fullib@ncls.org) to make an appointment.

- All appointments will be 15 minutes long.
- Please enter and exit through the handicap entrance.
- Please be on time- the staff will need time to sanitize in between appointments.
- Please do not reshelve items. If you don't want something you've looked at, there will be designated areas for you to put them so they can be sanitized before being reshelved by staff.

### Computer Use by Appointment

All computer use will be by appointment only at this time. Patrons who would like to use the computer should call the library or email us to make an appointment.

- All appointments will be 45 minutes long.
- Please enter and exit through the handicap entrance.
- Printing, copying, and faxing services will follow the same curbside procedure. Prints and copies will be limited to 10 pages.
  - o While we are not accepting money at this time, donations can be made in the donation box in the computer room. Suggested donations:
    - \$.20 per black and white page
    - \$.40 per color page

- Faxing: \$1.00 first 5 pages, \$.25 each additional page
- To maintain social distancing, computer help will be unavailable at this time.

### PPE & Sanitation Guidelines

- Masks will be mandatory. A mask will be provided in the event that a patron doesn't have one with them.
  - Masks must be worn correctly by wearing the mask over their nose and completely over their mouth. If a patron is not wearing their mask correctly, they will be given one warning. If the patron continues to wear their mask incorrectly they will be asked to leave the library for the day. Patrons that repeatedly do not comply with proper mask wearing may lose library privileges.
- Gloves will be required for those browsing the collection and will be provided for patrons. If you have a medical reason that prevents you from wearing gloves, you will be required to sanitize before touching items. Sanitization areas will be stationed throughout the library.
- Patrons using the computer will be required to sanitize their hands before their appointment.

### Returning Books

Patrons are encouraged to place items for return on the drop slot on the shed next to the library. The return slot on the building will also be open, but we'd prefer you return items at the shed. Please **do not** return items to the staff at the circulation desk.

### Public Restrooms

The library's restrooms will not be open to patrons or members of the public at this time.

### Grab-and-Go Pickup:

- Our Grab-and-Go service will still be available to use.
- See Curbside pickup policy (available upon request).

*We appreciate your cooperation to help make this transition as smooth as possible. If you have any additional questions or concerns, please let us know!*