



Library Services Reopening June 1, 2020

The Parkersburg and Wood County Public Libraries will reopen with limited services on Monday, June 1st. There is a lot of information regarding these services, so we've pulled it all together. Our goal is to make visiting the library as seamless as possible. These guidelines are based on guidance from the Governor Justice's West Virginia Strong- The Comeback Plan, and recommendations from the CDC.

- **Emerson** (Monday – Friday 10am – 6pm, closed Saturday and Sunday). **Limit of 45 patrons at a time. Young Reader's Room is limited to one family or 5 people at a time.** Enter through parking lot entrance.
- **South Parkersburg Library** (Monday – Friday 10am – 5:30pm, closed Saturday and Sunday). **Limit of 10 patrons at a time.** Enter through front door. Exit to the patio.
- **Williamstown Library** (Monday – Friday 11am – 5:30pm, closed Saturday and Sunday). **Limit of 5 patrons at a time.** Enter from front of building facing the street. Exit to the parking lot.

Due to different circumstances at each library, services may vary slightly. We ask for your flexibility and patience. Further information about what will and won't be offered below.

ENTERING THE LIBRARY

Occupancy will be limited in each building at all times per CDC and local health department guidelines (see occupancy limits above). You may have to wait in line to get into the library.

- Maintain six feet of distance from others for everyone's safety.
- We strongly encourage wearing a face covering (nose and mouth) for the safety of others in the library. We will offer a disposable facemask if you don't have one when you arrive. Staff are required to wear a mask or face covering.
- **Do not bring food and drinks** into the library.
- Hand sanitizer will be provided for patrons and staff. Staff are cleaning common services throughout the day.
- Children over 8 years old are able to independently visit the library for materials, but cannot remain in the library for extended periods of time. Children 8 and under must be accompanied by an adult.

RETURNING ITEMS

Items must be returned in the outside book drops at each site, including Interlibrary loan items. Items may not be returned inside or to staff. Returned materials are quarantined before checking in and cleaning, so it may not show on your account for a few days that materials have been returned.



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AVAILABLE SERVICES

- Curbside Service will continue at Emerson, South and Williamstown upon request. This is new to you and to us, and we greatly appreciate your understanding as we fine-tune this service.
- We encourage high risk patrons to come the first hour.
- **You will be able to browse the collection** in person.
- Please place items on hold from home online or by telephone (limit of 5 by phone) to make your visit quicker and easier.
- Online downloadable material through WVREADS (Overdrive) and Hoopla. Visit Parkwoodlib.com – Digital library.
- Each location will offer **limited computer use with fewer stations at this time.**
 - Appointments are strongly suggested.
 - Service is offered on a **walk-up basis**, but you may have to **wait in line outside.**
 - Sessions will be **limited to one 30 minute** session per day. Essential use only due to limited time and stations. No gaming.
- The **printer/copier/fax machine** will be self-service due to the distancing rules. We do have remote printing capability through [ePRINTit™ Mobile app](#).
- Notary service by appointment only. Call to schedule. You will have to provide your own witnesses.
- Free Wi-Fi is available outside of the library.
- Virtual programming like story time.

UNAVAILABLE SERVICES AND PROGRAMS

- The use of libraries as a meeting place, leisure space, or study area is not permitted at this time.
- The library's usual seating and tables are unavailable until further notice. We normally enjoy your staying for longer visits to read and relax, but not at this time. We look forward to seeing each of you and will do our best to make your short visit as rewarding as possible.
- We regret that there will not be any computer assistance. This is an important service we normally have, but we are unable to do so at this time due to distancing rules.
- No computer services in children's room at Emerson.
- No toys or games are provided in the children's sections of the library.
- No food or drink in the library.
- AARP volunteers will not be returning in 2020 for tax service.
- No book donations

We understand this is a lot of information. We **sincerely appreciate** your attention to these important points regarding limited service.

Please call the library 304-420-4587 if you have any questions.