

Library Moves to Phase 3: Open with Limited Access



Oct 7, 2020

Welcome back! We are excited to move to the next phase of our reopening plan and welcome you back into the Library! Available services include computer use by appointment and quick business including faxing, copying, and printing. You can also get a new library card, renew your existing card, and pick up holds. **Curbside Services are still available to those who prefer them.**

Browsing the collection, study tables, seating, and the meeting room are not available. The Children's Area is also closed at this time.

Our top priority is the health and safety of the community, our patrons, and our staff. To help prevent the spread of COVID-19, the Library is providing services with the following guidelines in place:

- **Visits are limited to 60 minutes in the building** to maintain limited occupancy.
- **Face masks are required** for patrons and staff and must be worn at all times over the nose and mouth. Staff will provide a mask if you do not have one.
- **Six-foot social distancing** is required. Floor decals will help as a reminder.
- **Do not enter the building if you are sick** or have been in contact with someone who is sick. If you have been sick or have been in contact with someone who has been diagnosed with COVID-19 in the past 14 days, do not enter the library.
- **Capacity limits** will be in place. If the Library is at full occupancy limits, patrons will wait outside.
- **Frequent cleaning** of high touch points will be done throughout the day.
- **Public computers** will be cleaned after each use.
- **Hand sanitizer** is available at the entrance and throughout the library.
- **Protective plexiglass barriers** are in place at service points.
- **No food/drinks** allowed in the library at this time.

Thank you for your cooperation by following our safety policies. This will help us continue to provide and expand in-person services. Check our website and Facebook page for further updates. Thank you again for your patience, flexibility, and understanding!

Computer Use by Appointment

Make Your Appointment:

- By following this link - https://calendly.com/romulus_computer_appt/computer-appointment (also on our website)
- By phone - (734) 942-7589
- By email – romuluspubliclibrary@gmail.com

Guidelines:

- Do not bring others to your appointment with you.
- Cleaning is done after each use, including but not limited to, the print station, computer and station, copy machine, etc.
- Printing charges will resume - \$0.10 per black/white page; \$0.25 per color page.
- Computer assistance is available via online chat only.

Other In-Building Services

- New library card registrations
- Renew your library card
- Pay fines and other charges
- Faxing (faxing charges will resume - \$1 per page; \$0.25 per cover sheet/confirmation sheet)
- Copying (copy charges will resume - \$0.10 per black/white page; \$0.25 per color page)

Curbside Pickup and Other Services Continue

- For your convenience, we will continue to offer Curbside Pickup.
- Order materials through the online catalog or by phone and pick up during Curbside Pickup Hours: Monday – Friday 10 a.m. – 6 p.m. and Saturday 11 a.m. – 3 p.m.
- Fax and Copy Service via Curbside is also still available.
- Faxing charges will resume - \$1 per page; \$0.25 per cover sheet/confirmation sheet
- Copy charges will resume - \$0.10 per black/white page; \$0.25 per color page.

Returning materials

- Please continue to use the outside drop box for returns with the exception of kits, hotspots, and launchpads – these should be brought inside the building or given to a staff member at Curbside. The drop box is available 24/7.
- All items will be quarantined for up to 96 hours before they are checked in. You will continue to see them on your account until they are checked in, but you will not be charged a late fee during the quarantine period.

Online Programming

- Storytime, book club meetings, kids crafts, and special events are being held on Zoom or Facebook.
- Check our Events Calendar for more information:
<https://www.romuluslibrary.org/calendar/>

Digital Content

- E-books, e-audiobooks, movies and TV streaming, Ancestry.com, Mango Language Learning, and more are available through the links on our website.
- See our Digital Library at <https://www.romuluslibrary.org/>