

## Temporary Policy and Procedures for Hendrick Hudson Free Library as of 12/1/2020

1. The Library will continue to offer curbside pickup of materials.
2. The Library will continue to operate by appointment only for area residents.
  - Appointments will be for ONE hour maximum
  - Consecutive appointments are not permitted
  - Patrons must allow a minimum of 3 hours between appointments
  - This does NOT apply to attendance at Library sponsored programs or events
  - Children under 12 must be accompanied by an adult at all times
3. Study Rooms
  - Available to reserve up to a week in advance
  - Occupancy by no more than 2 people at a time
  - Can be reserved for up to 2 hours
  - Patrons must check in at the Circulation desk upon arrival **and** at the completion of their scheduled time
  - An extension of time is allowed at the discretion of staff
  - All time extensions MUST be recorded at the circulation desk with a staff member
4. Conference Room
  - The 2<sup>nd</sup> floor Conference Room can be reserved up to a week in advance
  - Occupancy by up to 4 people working together
  - Can be reserved for up to 4 hours per day
  - No extension of time is allowed for this room
  - Reservations will be limited to 2 times per week per patron
  - This room cannot be used for marketing goods and services or for any personal events

These policies are in place so that we are able to provide library services to the community while still protecting the health and safety of our patrons and staff members.

CDC guidelines and Library policies must be adhered to at all times while in the Library building, including wearing masks, social distancing and hand washing/sanitizing.