

Guidelines for the Gale Library Phase 1 Re-opening - Curbside Service Only

The library building is currently closed to the public.

Safety for all is most important as we make progress in offering library services again to the community. Please know that your concerns and suggestions will be welcomed and reviewed as we transition back to accepting returns and the lending of materials. Thank you!

To open curbside service the Gale Library the Board of Trustees are recommending the following:

Soft Opening (phase 1): Monday July 6, 2020

Staff should have a separate screening log that they sign into as recommended by CDC & Primex. Temperature check to be taken at home and logged in upon daily shift. Staff members who are feeling sick or have a temperature of 100.4 or higher are asked to stay at home.

All public and staff must wear masks and follow social distancing guidelines.

The book drop box will accept returns beginning on Monday, June 29, 2020. Please wait to deposit your materials at the box should other patrons be within the 6-foot social distancing guidelines. **If you are feeling sick, please do not return your books at this time.**

All returns will be quarantined for 72 hours and sanitized before returning to the collection. Your account may show that your returns are still outstanding until the process has been completed. No fines will be applied until further notice.

Requests for material holds can be placed via our online catalog:

https://galelibrary.follettdestiny.com/common/welcome.jsp?context=saas06_2800496, phone (603) 382-4691 or email: galelibraryreads@comcast.net.

You will be notified by phone or email when your order is ready to arrange a pick up time.

For ADA access, please contact the library for further instructions.

There is a 5-item limit of items that can be requested at this time. Library book bags will be available on the front porch noted with your library card number/initials on the bag and order summary in the bag.

Beginning on Monday, July 6, the following weekly schedule with limited hours will be in effect for curbside service:

Mondays 1:00 to 3:00 p.m.

Wednesdays 1:00 to 3:00 p.m.

(The days and hours will increase as we are able to provide additional service.)

The Library will be closed on posted Holidays.

We will monitor usage and adjust service capabilities based upon the current health information and recommendations.

June 24, 2020