

July 2, 2020

Dear Community Members,

The Center Moriches Free Public Library will be entering Phase 3 of our reopening plan on Monday, July 6th. Business hours will be Monday-Friday 9:30am-8:30pm and Saturday from 9:30am-5:00pm. With current social distancing guidelines in place and in order to assist as many community members as possible we ask that visits be limited to 30 minutes as we will only be allowing 20 patrons in the building at any given time. Hand hygiene stations are located throughout the building and with the exception of children under the age of 2, masks must be worn while in the library. At this time, the Children's Department does not have any toys or puzzles and we will be restricting this area to 2 families at a time, not to exceed 10 people. We hope you and you children enjoy the "Adventure Walk" that the Librarians have created especially for our youngest of patrons!

Passport Services, Study Rooms, Community and Activity Rooms are not available. We ask that returned items be directly placed in the book drop or in the specially marked return bin in the hallway. Items will be held for 72 hours to naturally disinfect prior to being checked in. No fines will be charged during this quarantine period.

The following services are available:

- Faxing
- Printing
- Photocopying
- Access to 3 public computers (time limit 30 minutes)
- Scanning
- Curbside service
- 24/7 holdIT contactless locker system
- Interlibrary Loans
- Summer Reading Club Prize and program material distribution
- WiFi
- Virtual Programming

For the safety of our Staff and the Community we have:

- Installed a clear barrier at all Public Service Desks
- Sanitized and upgraded our HVAC system
- Cleaned all carpets and upholstery
- Installed antimicrobial keyboards at public computer stations
- Installed touchless faucets

- Installed additional hand hygiene stations
- Clearly delineated markers for social distancing

Once you make your item selections please proceed to the Circulation Desk for checkout. We look forward to seeing everyone again, we've missed you!

Best,  
Marcie Litjens  
Library Director

June 1, 2020

Dear Community,

On Saturday, March 13, 2020 the Library closed its doors in the interest of public health when the COVID-19 pandemic swept across the globe. Several months have passed and we are now prepared to enter into a new era of library operations post-pandemic. Although the envelope of the building remains the same, operations and services will vary according to best practices, recommendations from the CDC and compliance with the dictates of Federal, State and Local government and their health officials.

The Center Moriches Free Public Library will reopen using a phased approach. This phased approach will be continually monitored and evaluated with the health and safety of staff and patrons in mind. Highlights of this approach are listed below.

### **Phase 1**

Staff will return to work and new operational procedures of service will be established, including curbside delivery and a new 24/7 contactless locker system to pick up library materials. Library materials that were dropped off during the closure will begin to be checked in. Library staff will continue to answer calls and be able to assist with reference questions, library card renewals, book recommendations and technology support. Virtual Programming will remain throughout this entire phased reopening plan.

### **Phase 2**

Service begins to the public in a limited capacity with locker and curbside service. Details on these services will be available on our website shortly. Items from our collection will be available for checkout although items from Interlibrary Loans may be delayed or unavailable.

### **Phase 3**

The public will be allowed entry into the building on a limited basis so as to allow for social distancing. Environmental upgrades to the building including the HVAC system, touch-less faucets, antimicrobial keyboards and acrylic guards at public service points will be completed. Gatherings in the Library or congregating/lingering of patrons will not be permitted. Patrons can expect printing, faxing and limited computer usage to return.

**Phase 4**

Phase 4 allows the public access into the building. The Library will operate closer to a standard pre-pandemic style. In addition to Virtual Programming, in-person programs and group gatherings will resume when it is safe to so. Groups of 10 or less may have permission to use the library's premises depending on conditions.

Thank you for your patience and understanding as we transition to our new environment.

Best,

Marcie Litjens  
Library Director