



**Summer 2021 public hours of operation beginning Tuesday, June 1, 2021.**

### **Main Library**

Monday - Wednesday 10:00 AM - 5:30 PM

Thursday 10:00 AM - 7:00 PM

Friday - Saturday 10:00 AM - 5:30 PM

### **SoNo Branch**

Monday 10:00 AM - 5:30 PM

Tuesday 11:30 AM - 7:00 PM

Wednesday - Saturday 10:00 AM - 5:30 PM

The State of Connecticut has issued directives indicating that it is safe for public spaces to reopen. The possibility of a new wave of infections remains a serious public health concern. The Norwalk Public Library's reopening is meant to align with Mayor Rilling's and Governor Lamont's plans for reopening. They are subject to change or modification according to state and/or local orders and health officials' recommendations.

### **Protective Supplies for Employees**

- Masks
- Gloves (for touching shared surfaces and to discard when finished)
- Disinfecting wipes for computers, desks, shared phones, etc.
- Hand Sanitizer
- Plexiglas barriers are installed at reference and circulation desks.
- Plexiglas barriers are installed in staff offices where social distance is not possible.
- Organize work areas at least six feet apart to allow for social distance.
- Employees with documented serious underlying health condition, and those with a compromised immune system will have limited interactions with the public.
- Employees are asked to stay home if they are sick, have a fever or cough.

### **Protective Measures for Patrons**

- Disinfecting wipes in public areas
- Hand Sanitizer Dispensers
- Public Computers - 6 feet between stations
- Reduced Seating - 6 feet between chairs

### **Library Protocols**

- Security guard will greet visitors, have them sign in to contact trace, and ensure compliance with policies and sign out upon exiting the building.
- 10 people will be allowed per floor at the main library.  
Five (5) people will be allowed per floor at the SoNo Branch.
- Social distance protocols will be strictly enforced.
- Masks must be worn at all times while in the library.
- Please note: Mask are still required while outdoors on our premises.

## In-Person Service Plan

- Patrons may browse the adult and youth library collections with social distance compliance without appointment or time limit.

## Circulation Department In-Person Service Plan

- Patrons may continue to apply for library cards online, but now also in person.
- Check-out at the circulation desk resumes. Self-check-out will be encouraged.
- Patrons are encouraged to continue returning items in the external book drops, 24/7, and only to return items at the circulation desk if their borrowed materials put them over the limit for checking out more items.
- Quarantining items is no longer required.
- Fines and fees have been reinstated.

## Adult In-Person Service Plan

- In-person reference assistance resumes with social distance protocols.
- Sidewalk service. This additional service was put in place during the pandemic.
- Virtual reference. This additional service was put in place during the pandemic.
- Walk-up service continues for printing, copying, and faxing, but fees have been reinstated.
- Adult computer use continues by appointment for 45 minutes, or a maximum of 90 minutes if working on a job application, unemployment claims, or other business that requires more time.
  - Six (6) people at a time for computer use at the main library.
  - Three (3) people at a time for computer use at SoNo branch.
- One 15-minute express computer will be available without appointment.
- Studio One use will resume, but by appointment, one hour and one person per appointment.
- Email and phone reference.
- Requests via ILLs and DeliverIT continue.
- Programs continue via Zoom, YouTube video, and Facebook Live.  
These are additional services put in place during the pandemic.
- Social media engagement to be increased for robust interactions if staffing permits.
- Patrons can continue to email documents to [nplrefdesk@norwalkpl.org](mailto:nplrefdesk@norwalkpl.org), or [sono.branch@norwalkpl.org](mailto:sono.branch@norwalkpl.org) to be printed with all fees reinstated.
- Outdoor concerts and programs. No indoor programs during the summer months.

## Youth Department In-Person Service Plan

- Computers are available for homework only.
- Games are available to check out, but no games or toys are available to use in the library.
- Reference service and book recommendations continue by phone, email, and now in-person
- Online programs—Instagram story times, coding, and family night bingo—continue.
- Book Bags, Book Boxes, and Craft Bags are ongoing throughout the summer.
- Online outreach continues with schools, camps, and daycares.
- The teen Room is closed for the summer.

## **PopUp Truck**

- The PopUp Library offers site visits servicing adults and youth as weather and staffing permits.

## **Friends of Norwalk Public Library**

- Friends of NPL offer an outdoor free books cart service.
- Donations are accepted by appointment on **Tuesdays and Thursdays**. Please call 203.899.2780 ext. 15100 to schedule an appointment.

## **Services On Hold**

- No in-person programs.
- No groups or class visits will be permitted at this time.
- No room reservations will be taken until further notice at which time reservations will be limited to small groups that comply with social distancing recommendations.

## **Employee and Patron Restrooms**

- Bathrooms are designated for either staff use or patron use.
- No more than one person or family in the restroom at a time.
- Disinfecting wipes are placed in bathrooms.
- Bathrooms are deep cleaned every three (3) hours.

## **Elevator**

- Elevator use is restricted to one person or one family group at a time.

## **Multipurpose Rooms**

- No public access except for staff or City department meetings.

## **The Blue Teapot**

- The Blue Teapot will open its café on September 7, 2021.
- Furniture will be arranged to allow for social distance.