



Town Office of Vinalhaven

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June 1, 2020

MEMO:

Information Regarding Partial Re-Opening of Vinalhaven Public Library

Under Guidance from the Maine CDC, DECD, Maine Library Commission, Maine Library Association & the Maine State Library

Effective 2 June 2020 (for the month of June). Subject to change at any time.

Limited Re-Opening: Curbside Service Only

Hours: Tuesday & Thursday (1-5); Wednesday, Friday, Saturday (9-5)

Doors will remain locked and no patrons will be allowed inside the building.

* **Requests for Materials:** Patrons may request books and dvds from our collection by contacting us via e-mail (vpl@vhaven.lib.me.us) or via phone **207-863-4401**. The cut-off for ordering same-day service is 3 pm. Items will be placed on a table by the rear entrance with a patron's name on the bag. Any items not collected by 5 pm will be available at the beginning of business on the following day, except Saturday when remaining orders will be available the following Tuesday at 1 pm. When approaching the building, please maintain a minimum of 6 feet social distancing and wear a mask (as per the Governor's executive order).

* **Returns:** Please use book drops at front or rear of the building. Returned materials will remain *quarantined* for approximately 72 hours to one week. The online catalog will not be a real-time indication of what titles are actually available due to the necessity to quarantine all materials before the staff may check them back into the circulation system.

* **Circulation Periods:** Patrons will be able to check out only two (2) *new release titles* for a 10-day period and will only be able to check-out two more new releases when the first returned books have been quarantined and entered back into circulation. For these books there will be no renewals. This is to make it possible for the maximum number of people to access these materials during this period. New release titles will be posted in the *WIND* and via the Town website. Requests for new releases will be filled in the order in which they are received.

Materials other than new releases will remain available for regular circulation periods: books (21 days) and dvds (5 days).

* **Interlibrary Loans (ILLs):** There will be no ILLs until the fall.

Please understand that we are trying to provide at least limited library services during this phased re-opening and that your library experiences this year will not be like those you have had in the past. More information will be forthcoming as we receive further guidance from the State of Maine and its governing library authorities.

Sincerely;
Scott Candage, *Library Director* &
Linda Whittington, *Assistant Librarian*