



OCEAN CITY FREE PUBLIC LIBRARY

REOPENING POLICIES AND PROCEDURES

When you visit the Ocean City Free Public Library, you will notice some differences in the library appearance, in your library experience, and in our circulation policies and procedures. All of these changes have been made to protect the health and safety of our patrons and staff.

CHANGES TO THE BUILDING AND AMENITIES

Plexiglass shields have been added to all public desks.

There is no patron seating in the library or the atrium.

The quiet study rooms are closed and locked.

There are floor markings to promote social distancing.

The 17th Street entrance will be closed, and that hallway will not be available to patrons except in the case of an emergency.

Both book drops are now located in the atrium.

The toys, games, and computers have been removed from the children's area.

A self-checkout machine is now available.

CHANGES TO THE PATRON EXPERIENCE



All staff members will wear masks, and all patrons over the age of two will be required to wear masks to enter the library.

The library will provide a disposable mask for each patron who needs one, as well as disposable gloves for patrons who wish to wear them.

The number of patrons in the building will be limited. A staff member will greet you and maintain a count of the number of guests inside.

There is a one-hour limit for patron visits.

A limited number of patrons will be allowed in the computer center at any given time. The time limit for computer center use is 15 minutes.

There will be no in-person programming or meetings for clubs and organizations.

A staff member will be available to assist patrons with the self-checkout machine.

Newspaper subscriptions have been suspended; current editions are available digitally.

CHANGES TO MEMBERSHIP AND CIRCULATION PROCEDURES



Materials should be returned to the atrium book drops.

The library will not charge overdue fines at this time, but a library card will be suspended when materials are so long overdue that they are considered lost.

For overdue specialty items such as hotspots and museum passes, the library card will be blocked after the second day overdue. Hotspots and Rokus will be deactivated after the second day overdue.

Library card expiration dates will be extended to 10/1/20.

There will be no fees for non-resident or visitor cards until 10/1/20.

Entertainment DVDs will circulate for one week instead of three days.

ADDITIONAL SAFETY PROTOCOLS



We will not accept material donations of any kind.

Returned materials will be quarantined for 72 hours and then disinfected.

We ask that patrons do not re-shelve materials. Instead, please place them on one of our carts, and our staff will re-shelve them after quarantining and disinfecting them.

We will clean high-touch areas throughout the day and conduct a thorough cleaning after closing.

NO-CONTACT AND LOW-CONTACT BORROWING OPTIONS



We offer curbside pickup of up to 10 items, such as books, DVDs, computer printouts, hotspots, and children's crafts. Each patron is allowed one pickup per day. Materials should be reserved online or by phone, and once confirmed, a pickup time can be scheduled.

Our digital content such as Hoopla, Overdrive, and Newsbank gives you access to books, music, movies, and news anytime, anywhere.

Our summer reading challenge through Beanstack gives you and your family members the chance to win great prizes.

We offer virtual programs for patrons of all ages.

Our Bookmobile can also serve as your preferred pickup location for curbside pickup.

**AS WE ENTER THIS NEW PHASE OF SERVICE, WE ASK THAT YOU COOPERATE WITH
OUR STAFF AND BE MINDFUL OF THE POLICIES AND PROCEDURES WE HAVE DEVELOPED
TO PROTECT YOURSELF, YOUR FELLOW PATRONS, AND OUR EMPLOYEES.**
