

## Curbside Delivery Procedure ~ Libbie Cass Library

### Upon Entering

- Immediately wash hands
- Disinfect outdoor handles and book drop flaps

### During the Day

- No patron should enter the building beyond the second set of doors.
- Check email often for book requests. Depending on volume, same day pickup might not be available. Place books in plastic bags with the patron's first initial and last name. Place on the bookshelf out in the foyer.
- Deal with returns one time and toward the end of the day. Do not check them in. Wear gloves (or wash hands directly after) and place books in a quarantine bin. At the end of the day close the bin and mark with a note the date they can be pulled out and checked in. 72 hours or 3 days later. Throw away gloves (or wash hands) when done with returns. If we run out of gloves, wash hands immediately after dealing with returns and avoid touching the face while working.
- For the books that have been quarantined 72 hours, wipe them down, let them dry, then check them in and shelve.
- If a patron enters the foyer to pick up or drop off, wipe down the outside door handle when they leave.

### Pulling Holds and Checking out Books

- Pull books, check out, and stamp. Set the due date for 4 weeks.
- Place books in plastic bags, label, and set in the foyer on the bookshelf.
- Email the patron with the day and window for pick up. Pick-up will be Thursdays from 1-3pm. If we have a high number, offer on Wed. 1-3 also.

### Upon Leaving

- Shut down computers.
- Disinfect your way out of the building: Gather your belongings and wipe down high touch areas: work area, keyboards, inside door handles, toilet handle and bathroom door handle, book drop, outside door handle.
- Set the alarm and lock the door.





