

Dear Patrons of Norman Williams Public Library,

We are happy to announce that on Monday, August 10, the Norman Williams Public Library will reopen to the public. We will be open on a limited basis only and certain restrictions have been put in place to help ensure the safety of all staff and patrons.

We will be open 12 pm - 6 pm on Mondays, Wednesdays, and Fridays. Please note that the first hour, 12 noon - 1 pm, is reserved for patrons 55 and over or for those with compromised immune systems. On Tuesdays and Thursdays we will remain closed but we will continue our curbside pickup services for those patrons who are not yet comfortable coming into the building.

- Masks will be required at all times in the building.
- Patrons will need to adhere to social distancing guidelines of 6 ft. per person.
- There will be a limited number of people allowed in the building at one time (please be prepared to wait **outside** the building if need be).
- Visits will be limited to one 30-minute visit per day to allow a maximum number of patrons to have access and to allow time for staff to sanitize all high touch surfaces throughout the day.
- All gathering places and Meeting Rooms within the library will remain closed. Materials such as magazines, musical CDs, and Great Courses will be available for checkout but will be retrieved by library staff.
- Patrons will be asked to browse materials, return items, and checkout only.
- 2 Public computers will be available, by appointment on the mezzanine. Computer users will be permitted to remain in the building for 45 minutes. Computer help is not available. Patrons with limited computer skills should bring someone with them to help. Only 2 people per computer station are allowed.
- Only patrons with computer appointments will be allowed access to the mezzanine.
- If a patron wishes to use their own computer in the library, they too must call ahead and make an appointment. Only 2 patrons at a time will be allowed to use personal computers and all public computer rules apply here as well.
- A printer/copier will be available for patron use.
- There will be no unaccompanied minors under the age of 14 allowed in the building.
- The Children's Room will be open by appointment only. There will be a limit of one family (5 persons) for each 30-minute visit.
- Patrons may request children's books from the adult circulation desk. The items will be retrieved by staff and brought upstairs for checkout.

We are excited to reopen and to begin offering all the resources we can during this phase.

As COVID-19 recedes from our community, greater levels of service will be phased in accordingly. We are equally prepared however, to rein in some or all of these services should the need arise.

Thanks to all of you for your understanding and patience as we work through this “new normal.” Please note that each library in Vermont sets its own policy based on the guidance from the state coupled with local conditions. There may be libraries offering more services sooner and it’s likely that there will be libraries offering less services as well. Many factors dictate each library’s ability to offer services. Please be patient with us as we work to balance safety with service.

Please don’t hesitate to reach out with questions. We’re happy to help.

Clare McFarland  
Director  
Norman Williams Public Library