

Vespasian Warner Public Library District

We plan to use this as the base and add details as we solidify our plans.

Service/Access Tier	Full Digital	Curbside Pickup	Lobby & Main Desk	Limited Services	Precautionary
Library Pandemic Response Level	Level III: Temporary Closure	Level III: Temporary Closure	Level III: Temporary Closure	Level II: Moderated Services	Level I: Precautionary Measures
State Mandate	Stay at Home Order in Place	Stay at Home Lifted/Modified	Social Distancing, No Groups above 10-30?	Social Distancing, No Groups Above 50	Social Distancing
Hours of Operation	None	Limited (M-F 10-12 & 6-8, S 12-3)	Limited (M-F 10-12 & 6-8, S 12-3)	Regular Hours	Regular Hours
Materials	Digital Only	Digital Encouraged, Curbside Pickup w/ Phone & Online Orders	Digital Encouraged, Curbside, Main Desk Access Only for Requests	Digital Encouraged, Stacks Open	Stacks Open
Services	Digital Only	Digital Only	Notary, Copy, Fax, Scan	Notary, Copy, Fax, Scan, 1 Hour Computers, NO Toys, Seating, Newspapers, Coffee, Etc...	All Services, Limited Toys or Multi-Touch Items, Home-Bound Delivery Resumes?
Check-Out Method	Digital Only	Curbside Only	Curbside, Staff Only Check-Out	Touchless Check-Out	Touchless Check-Out
Returns	None, Auto-Renewal	Limited Hours for Outdoor Cart Returns	Limited Hours for Outdoor Cart, Indoor Book Drop Open	Book Drops Open, Set Return Guidelines for Extended Renewal Items	Book Drops Open, All Materials Deadlines Enforced
Staff in Building	< =3 With Advance Approval	Limited, <=4	Limited, <=4	All Staff Report for Regular Shifts, with Modifications	All Staff Report for Regular Shifts
Programs	Video and Digital	Videos, Digital, Make-and-Take Supplies	Videos, Digital, Make-and-Take Supplies	Videos, Digital, Make-and-Take Supplies	Small Group Programs of 10 or Less, Multiple Sessions if Necessary

Digital Services Include: reference, tech assistance, readers' advisory, temp cards, notary*, website covid home page resources