

Parker Public Library

1001 Navajo Ave, Parker, AZ 85344 * 928-669-2622 * www.parkerpubliclibrary.com

Monday – Thursday 10am – 7pm/ Must call for appointment if using computers

Re-Opening Phase 1

Library will re-open to the public on May 18th with the following restrictions:

- ALL staff and patrons must use hand sanitizer upon arrival and departure.
- Everyone will be screened for illness upon entering the building, this includes:
 - Asking if you, or anyone in your household, is sick, or was sick within the last 14 days. If your answer is ‘yes’, you will not be permitted in the library.
 - Everyone’s temperature will be taken, if it is **100.4 or higher you will not be allowed in the library.**
 - Staff will write the name of everyone who enters the building, along with their phone number and the time they arrived.
- Only 20 patrons will be allowed in the building at a time.
- Patrons will only be allowed in the building for 30 minutes per day, unless they have scheduled Computer time, see ‘Computer Use’ below.
- Patrons must practice ‘Social Distancing’ and keep a safe distance from other patrons.

Computer Use:

- Computer Usage will be by appointment only. Make an appointment with Staff at the new entrance.
- Patrons will have a 90 minute session on the Computer with no time extensions.
- Computer sessions begin at 10am, 12pm, 2pm and 4pm, not when you arrive.
- Computer assistance is available between 10am and 2pm.
- If patrons are not here within 15 minutes of their scheduled time they will lose their session.
- The only Computers available to adults for the 90 minute sessions are Computers L, O and S and 2 laptops in the AZ/Quiet Room. The 2 laptops are specifically for Job Seekers or work related items. Please tell the staff if you are a Job Seeker or something similar.
- Teens and Children ages 8-18 years old can schedule computer time for **school work only**. Must have a library card with permission to use the internet.

- Children 5-7 years old may schedule Computer time for school work only and the parent must be with the child the entire time.

Games, puzzles, cards, puppets, etc. are prohibited at this time.

Circulation:

- Patrons will bring their items into the library through the back/side door. They will hold up their items to be scanned by staff, and then they will put the items on the table.
- All items that are returned to the library will be quarantined for at least 72 hours, per CDC guidelines.
- When checking items out, please hold the item up so library staff can scan the barcode. Receipts can be emailed to you.

Copies:

- Copy machine is available. Please use hand sanitizer before and after use.

Fax:

- Ask the staff for assistance when faxing.

Notary:

- A notary is available every day 10am-7pm.

Curbside Pick-up:

Curbside pick-up will continue to be offered. Patrons can reserve items from our catalog on our website, by email or over the phone. Staff will bring the items out to the patron's car when they arrive.

The health and safety of the staff and patrons is our top priority. Please be patient and kind during this uncertain time. We will do our best to keep everyone informed and safe.

Please Note: New Entrance- Everyone must enter through the entrance on the right side of the building and exit through the front doors.