

# Metuchen Public Library Browse and Go Service

In order to maintain a safe environment and protect the health and safety of patrons and staff, Metuchen Public Library is reopening with limited capacity and service. We are instituting new protocols that are guided by local, state, and national health officials. We ask for your patience, cooperation, and continuous support during the pandemic period.

## Public Hours (Browse and Go ONLY):\*

**Monday, Tuesday and Wednesday: 11 AM-2 PM; 4-6:45 PM**

**Friday: 11 AM-4:45 PM**

\*11 AM -12 PM is reserved for seniors, age 60 and over, as well as people who are immunocompromised.

## Curbside Pickup Hours:

**Monday-Thursday: 11 AM-6:45 PM**

**Friday: 11 AM-4:45 PM**

**Saturday: 10 AM-1:45 PM**

Staff will continue to be available Monday-Thursday 10 AM-7 PM, Friday 10 AM-5 PM, and Saturday 10 AM-2 PM via phone or email to answer questions, provide reader's advisory services and materials recommendations. Call 732-632-8526 or email [metuchenpubliclibrary@lmxac.org](mailto:metuchenpubliclibrary@lmxac.org) for assistance.

## When you arrive: (Safety & Security)

- **A face mask or any facial covering over both nose and mouth is required to be worn at all times while in the Library<sup>1</sup>**
- **Patrons must show one of the following IDs to enter the building:**
  - **Metuchen Library card, or a valid LMXAC library card**
  - **Personal ID proving Metuchen residency**
  - **The digital scannable library card will be accepted**
- Patrons must maintain a minimum 6 feet physical distance from others
- Building capacity: a maximum of 10 patrons
- If the building reaches capacity, a sign will be posted on the door
- Waiting zone: a designated spot for those waiting to enter once capacity is reached

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<sup>1</sup> A face mask or any facial covering is mandated by NJ Executive Order, 163:

<https://nj.gov/governor/news/news/562020/approved/20200708a.shtml#:~:text=The%20Order%2C%20which%20takes%20effect,mass%20transit%20buses%2C%20trains%2C%20and>

### **Unable/unwilling to wear a face mask or facial covering**

- Not permitted to enter the building
- Call the library at 732-632-8526 to arrange for curbside pickup, homebound delivery or library card signup to access library's physical collection and digital resources

### **Browse and Go Service:**

- Library staff will be scheduled by the entrance to greet the public and check for proper ID
- Touchless hand sanitizers are available to the public
- At the top of each open hour, the library will allow a maximum of 10 patrons (include up to three families to the Children's room) to enter the building for a maximum of 45 minutes to browse and check out materials
- Patrons will be asked to exit the library 15 minutes before the end of each hour to allow the staff to clean high traffic areas in preparation for other patrons to enter the building.
- A self-checkout machine and mobile circ kiosks are available for checking out printed books and magazines
- Borrowed Metuchen Library materials must be returned to the Library book drop
- Children under 10 must be accompanied by an adult or guardian at all time
- All children over the age of 2 need to wear masks or facial covering over nose and mouth, maintain a 6 feet minimum physical distance from others, and follow guidelines (see Children's room policy)

### **Metuchen Library cardholders:**

- No limit on printed books and magazines; limit of 5 DVDs and 2 books on the same subjects

### **Metuchen Temp Online Library cardholders:**

- Borrowing privileges were extended to October 1st, 2020. Anyone who has still not picked up their permanent library card must show proof of residence to enter the building and pick up their card

### **Non-Metuchen Library cardholders:**

- Limited to 3 14-day new books and up to 20 total items per library card at a time
- Return borrowed Metuchen Library materials directly to the Metuchen Library book drop
- Any non-Metuchen Library cardholder who fails to follow the return guidelines will be restricted from borrowing Metuchen materials until further notice

### **Curbside Pickup Service**

- Library holds can only be placed by Metuchen Library cardholders via online or phone requests

- Up to 20 items can be picked up per library card at a time
- Metuchen library cardholders can walk-in or call the library for pickups

### **Book Returns**

- Library materials can ONLY be returned via book drop which is open 24/7
- All returned library material will be quarantined for 7 days before being discharged
- Library fines can be overridden and waived if a patron's card is temporarily blocked due to their returned materials sitting in quarantine; currently, the fine free discharges are being used and the threshold of overdue fees is increased to \$10.00.

### **Other services**

- No public seating is available
- No fax, notary public, printing, or public computers are available
- No meeting rooms are available
- Library fines and fees can be paid via SmartPay online or using a fines and fees donation box at the desk
- Basic reference service is available behind the plexiglass shields
- Food and drinks are prohibited inside the library
- The public restroom is available for one person/family at a time
- Wireless service is available 24/7 at MCPL (SSID); no password needed
- Digital resources are available for access 24/7
- No book donations accepted until November 1st (date subject to change)

Metuchen Library's digital resources are available to all Metuchen library cardholders 24/7, including ebooks, audiobooks, movies, music, television shows, magazines, NYTimes Online, etc. Please visit the library website for the virtual programming schedules and sign up for the library e-newsletter at <https://www.metuchenlibrary.org/>

If you have any questions, please email [metuchenpubliclibrary@lmaxac.org](mailto:metuchenpubliclibrary@lmaxac.org). Thank you!