



Library Policy Changes During Coronavirus Pandemic

Phase 1: Library Closed to public, but providing services:

- Curbside pick-up will be provided
- Digital offerings provided by the Mitchell Public Library and other sources will be promoted
- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) virtual programs, and “to go kits”.

Phase 2: Limited Opening (beginning May 25)

Adjusted Hours of Operation:

- Monday -Friday 10:00 AM – 4:00 PM
- Saturday 10:00 AM- 2:00 PM
- 10:00 AM – 11:00 AM reserved for high risk patrons
- Curbside pick-up is available from 2:00 PM – 5:50 PM Monday- Friday & 2:00 -3:50 PM on Saturday. (See Curbside Pick-up)
- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) and with other online methods and curbside pick-up activity kits.

Facility Changes

- Entry is restricted to the west entryway.
- Staff will be required to wear facial coverings when working in public spaces or when interacting with the public.
- Phones, pens, and pencils will not be provided for public use.
- The community rooms will not be available for the public to rent or use.
- The Archive room is available by appointment.
- The book sale room is closed to the public.
- The teen room is closed to the public.

Patron Guidelines

- Patrons are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines).
- Patrons are encouraged to wear face masks in the library, and are asked to follow the CDC guidelines for personal hygiene including frequently washing hands.
- Patrons are asked to use hand sanitizer before entering main library area.
- Patrons are asked to limit visits during the public open hours to 30 minutes. Patrons may check out books and/or use computer. Other activities are not allowed in the library building.
- No lingering in the library, external hallways, or doorways
- Anyone under the age of 16 must be accompanied by a parent or guardian and remain within 6 feet of the parent or guardian.
- One (1) person or family allowed in each aisle (maximum)
- Patrons are asked to follow directional signage in aisles.
- Curbside is encouraged to limit number of people in building.
- Any book or item touched by patron must be returned by patron to a designated bin for quarantine.

High Risk Individuals

- The Mitchell Public Library will be open from 10:00 am - 11:00 am for high risk individuals to enter the building and use the collection on the days the library is open.
- High risk individuals are also encouraged to utilize curbside pick-up for their reading needs.

Access to Computers/Electronics

- Available computers will be placed 6 feet apart.
- Patrons should call ahead to register for an open computer.
- Computer use is limited to 30 minutes, one time per day.
- Only one patron allowed at each computer (anyone under the age of 16 must be with parent or guardian while at the computer).
- Computer peripherals will be cleaned after each use.
- Printing and copying are available, but a 6-foot distance must be maintained during all transactions.
- Computer assistance will be available in a limited capacity.

Periodicals

- Newspapers and magazines will be unavailable to the public.

Curbside Pickup

How the service works:

1. Visit our online catalog and place a hold on an item. (Directions will be provided for patrons.) Staff will be alerted of the holds and will collect the materials. Phone requests are available as needed.
 - Curbside requests are limited to 10 available items per card
 - Staff will notify you if any materials are unavailable
3. A staff member will call and let you know when your items are ready.
4. Pickup is available from 2:00 pm to 5:50 pm Monday- Friday or 2:00 – 3:50 PM on Sunday (Special arrangements can be made for pick-up)
4. When you arrive at the Library, please return your current materials to the book deposit on the East side of the building. Return to your vehicle and call the library at 605-995-8480. Please tell us your name and that you are here to pick-up your library materials.
5. Library staff will bring your materials to your vehicle.

Quarantine of Library Materials

The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest way to disinfect items handled by patrons. All materials will be quarantined for a minimum of 72 hours (3 days).