

### **Computer Use By Appointment Procedure**

- 1) Computer use will be provided by appointment only. To make a reservation in the Adult section, patrons should call 609-581-4060, Extension 2; for reservations in the Children's section, call 609-581-4060, Extension 3 (children MUST be accompanied by an adult). Sessions will consist of one (1) hour time slots, and will be limited to one (1) per patron per day.
- 2) Upon arrival, patrons using computer's in the Adult section should call 609-954-4949 to notify the librarian that they have arrived for their appointment (Patrons using a computer in the Children's section, call 609-581-4060, Extension 3). Before entering the library, patrons will be required to have their temperature taken and answer a series of questions. Patrons may be denied entry depending on the results.
- 3) Patrons will be required to sanitize their hands upon entering the building and properly wear a mask during their entire visit.
- 4) Once cleared to enter, the Librarian will accompany patrons to the computer they will be using.
- 5) Assistance will be offered remotely from another computer in the room. There will be no interaction between patrons and staff from less than six (6) feet of distance.
- 6) Patrons entering the library for computer use may utilize only this service while they remain in the building.
- 7) When the patron has finished or their time has ended, they will be accompanied from the building by the Librarian.
- 8) This policy may be amended as necessary during the COVID-19 pandemic.

The Library Staff will do our best to provide the level of service you are accustomed to receiving, but restrictions and safety measures required due to the COVID-19 virus may limit our ability to do so. Before use, each of our PC's will be disinfected for your safety. Public restrooms will NOT be available for use at this time.