

# Temporary Hours

MONDAY, WEDNESDAY, FRIDAY

10:00 am TO 5:00 pm

TUESDAY & THURSDAY

10:00 am TO 8:00 pm

MONDAY THRU FRIDAY

BUILDING CLOSED BETWEEN

2:00 pm & 3:00 pm FOR CLEANING.

CURBSIDE WILL BE AVAILABLE.

SATURDAY

10:00 am TO 1:00 pm

MASK UP!

PLEASE USE HAND SANITIZER BEFORE ENTERING.

SOCIAL DISTANCE – 6 FEET APART!

We look forward to seeing you! If you have any questions, please contact Linda Hoffman, Library Director, by phone (973-345-8120) or via e-mail ([hoffman@abwplibrary.org](mailto:hoffman@abwplibrary.org)).



## Welcome Back!

*Alfred H. Baumann  
Free Public Library*

The Library Board of Trustees and Staff of the Alfred H. Baumann Free Public Library is delighted to reopen the library building to the public on Monday, July 27, 2020 with limited access to keep our patrons and staff safe while providing quality services. We have worked diligently to make our building safe.

*July 27, 2020*

# IMPORTANT INFORMATION ABOUT THE LIBRARY RE-OPENING:

## What we have done and will be doing to protect you:

- During the closure, the building, furniture, and equipment were thoroughly cleaned and sanitized; our custodian will continue to thoroughly clean on a daily basis Monday through Saturday and again between 2:00 pm and 3:00 pm Monday through Friday. Curbside services will be available even when the building is closed for sanitizing. An employee from the Department of Public Works will be sanitizing high touch surfaces on doors and counters throughout the day.
- There is a one way in and one way out traffic pattern.
- Curbside pickup is encouraged and will remain available to patrons indefinitely.
- No donations are being accepted at this time.
- Clear and concise signage is posted throughout the library.
- Seating areas have been rearranged to accommodate social distancing. Patrons are asked to sit in the library only when necessary.
- Safety glass has been installed at the Circulation Desk.
- A self-checkout has been installed for a contactless checkout option.
- Returned materials will be quarantined for 96 hours.
- Contactless hand sanitizing stations have been installed at both entrances and by the bathrooms and children's room.
- Automatic toilet flushes, faucets, and paper towel dispensers have been installed in the bathrooms.
- The HVAC system has been cleaned and sanitized. UV lights are scheduled to be installed on the system.
- The Department of Public Works will be sanitizing the building with a UV light system throughout the week, after the building is closed and sanitizing the building weekly.
- Acrylic sneeze guards have been placed between computers. New computer tables have been installed enabling staggered seating.
- Our staff will be wearing face masks when interacting with the public.
- Building occupancy will be limited to 25% of capacity (including staff).

## What we will be asking of you to keep our library safe for everyone:

- **Face coverings** will be required of patrons who enter the building or attend outdoor programs. Mouth and nose must be covered.
- **Social distancing** will be required both inside the building and during programs held outside. **Be smart, stay 6 feet apart!**
- There will be **no congregating** in the building.
- An adult must accompany children under 13 years old.
- Adults and children may not enter as a group unless they are family members.
- All returns must be put in the book drop prior to coming in to the library.
- Patrons will be asked to preferably use hand sanitizer or put on a fresh pair of gloves **before** entering the building.
- Newspapers and magazines are not available for browsing.
- The computers will be available on a limited basis for public use. Staff will assign the computer and give patrons a disposable keyboard and mouse cover. Patron will be asked to remove coverings when done and throw them away.
- Computer use is limited to one hour. **We can only assist from a distance.**
- The copier will be available for public use. **Wipes** will be provided for you to clean the digital screen before using the machine.
- There will be a container on the Circulation Desk for patrons to deposit fees for printing/copying. **Exact change** will be necessary.
- We encourage browsing to be less than 30 minutes. Although we miss you and are happy to see you, please minimize the time you are in the building.
- **Curbside Pickup is encouraged** and will still be available for those who prefer to pick up their materials outside the building.





