

Bentley Memorial Library

HOURS & SERVICES

Revised 3/10/2021

Beginning Monday, March 15:

✓ **INSIDE BROWSING BY APPOINTMENT ONLY** or **CURBSIDE PICKUP:**

Monday, Tuesday, Wednesday, Thursday, 10:00 a.m. to 8:00 p.m.
Saturday, 10:00 a.m. to 3:00 p.m.

- ✓ **All patrons must wear face masks properly (over nose and mouth) at all times, in compliance with the governor's mask mandate.*** This is non-negotiable, even if you have been vaccinated. If you are unable to wear a mask, we are happy to serve your needs with our outside pickup service.
- ✓ **Inside browsing/computer use:** register for a 30-minute time slot by phone (860-646-7349). *Computer users must be able to use a computer without assistance.* We sanitize commonly touched surfaces between patrons.
- ✓ **Ring the doorbell upon arrival:** the doors will be locked.
- ✓ **Any patrons feeling unwell are asked not to come.**
- ✓ **All patrons must adhere to the 6-foot social distancing guidelines.**
- ✓ **Hand sanitizer available upon entry.**
- ✓ **No bathroom facilities.**
- ✓ **Limited seating.**
- ✓ **Lending periods.** Movies circulate for one week, all other materials for three weeks.
- ✓ **Service fees.** Copies are \$.10/side for black & white, \$.50/side for color. Our charge for faxing is \$.10 a page. Scanning is available for free.
- ✓ **Fines.** We will resume charging fines on **April 1**. Our fines for late material are: movies \$1.00/day up to a maximum of \$5.00; all other material \$.10/day up to a maximum of \$2.00.
- ✓ **Returns.** All items must be returned to the outside book drop, after which they are taken off-site to quarantine before being removed from your account. **WE DO NOT CHARGE FINES FOR THIS QUARANTINE PERIOD (UP TO TWO WEEKS).** Please give us at least two weeks before alerting us to anything that still appears on your account.

We thank you for your continued support and for following the rules. We all share the goal of keeping our community safe and preventing the spread of COVID-19.

*The governor stressed that while some restrictions relating to capacity levels and travel are being eased, **all of the protocols that relate to face coverings, social distancing, and cleaning measures are being maintained,** and people and businesses are urged to continue adhering to those health and safety procedures.