

YOUR HOME PUBLIC LIBRARY POLICY

Policy #: 400-15

Effective Date: 10/14/2014

OPERATIONS
Community Health

STATEMENT: In an effort to ensure that Your Home Public Library provides continuing services in a safe and healthy environment, the Library Board of Trustees supports the following principles of operation:

PURPOSE: The purpose of this policy is to provide guidelines for the continued library services in a safe and healthy environment.

POLICY:

1. Staff and patrons are encouraged to stay home if they are sick, particularly with symptoms that indicate a more serious illness.
2. Library staff members will make every effort to provide services to patrons who are homebound due to illness through telephone communication, online communication and third-party pick up of materials, etc.
3. Staff and patrons are encouraged to practice good hygiene to prevent the spread of infection.
4. The library will provide supplies for the staff and public to maintain the maximum level of cleanliness within the facility.
5. The decision to limit library programming, depending on the level of illness in the community, will be made by the director or his/her representative and library board president or his/her representative.
6. Based on the level of staffing available, the decision to decrease the hours that the library is open or to close the library entirely will be made by the director or his/her representative and library board president or his/her representative.
7. Recommendations by the Health Department and other appropriate government agencies are to be considered in all decisions regarding the status of library services.

Reviewed:

Revised:

Adopted at the 10/14/2014 Your Home Public Library Board Meeting.