

THE FREE PUBLIC LIBRARY OF HASBROUCK HEIGHTS

OUR PHASED REOPENING GUIDELINES

The Free Public Library of Hasbrouck Heights will reopen, at reduced capacity on Tuesday, September 29, 2020. We missed serving you!

Anyone who is experiencing cough, fever, chills, rash, abdominal pain, have a history of or known exposure to COVID-19, or is otherwise not feeling well or who are self-quarantining should not visit the library. Prior to entering and for your entire time inside the library, all patrons, ages 2 and older, must wear a face covering.

Face coverings are mandatory and must completely cover the mouth and nose. Masks, bandanas or scarves are acceptable. Hands, shirts, or other clothing are not acceptable face coverings. Sanitize hands upon entry at the door. **If you do not have an appropriate mask, you will not be allowed to enter.**

All persons entering the municipal building will be subject to contactless temperature screening.

Our curbside hours of operation will be 10:30 am—4 pm on Mondays, and Wednesday through Fridays. Tuesdays 10:30 am--4 pm and 5 pm—7 pm.

In-House browsing hours will be 11 am—4 pm on Tuesdays through Fridays.

Last appointment will be at 3:15 pm. To accommodate everyone, your visit time is limited to 30 minutes.

Please check our website for the most up-to-date hours as they may expand or be reduced to conform with State guidelines.

Here are our updated policies:

Safety Measures and Basic Operations

- **You must schedule an appointment prior to entering the library. No one will be allowed entrance without one. You are limited to one visit per day. Entry into the building will be the door by the book drop located in the back of borough hall.**
- It is recommended to contact the library in advance if you will be sending someone in your place to pick up your items.
- As a participating member of BCCLS you are free to use any of the 77 libraries in the system, provided they are open. However, all are required to enforce capacity limits. *We urge our residents to be considerate and make Hasbrouck Heights Library your first stop!*

- Any child 14 years old and under, must be accompanied by a parent or guardian who will be responsible for their supervision.
- Please follow designated floor markings and observe social distancing of six feet between you and the staff and you and your fellow patrons.
- Occupancy will be limited up to five visitors per half hour in the Library by Governor's Executive Order.
- You will notice plexiglass dividers and the availability of hand sanitizer. They are set up for your safety and protection.
- The building will be cleaned throughout the day and deeply sanitized before opening each day. At any point throughout the day, patrons may be instructed to vacate a particular area so that library staff can clean and disinfect.
- **At this time, no seating will be available.**
- Our water fountain will be inaccessible.
- Our bathrooms will follow capacity restrictions. Remember to wash your hands!
- The public is not permitted in staff areas.

Reduced Contact Options

- Because we need to limit the number of patrons that will be allowed inside the library at any time; call (201) 288-0488, email-(hashcirc@bccls.org), or live chat with us before you and your family visit. This gives us the opportunity to expedite some services before your arrival.
- In order to better serve you, please be mindful that punctuality is important.
- Email reference@hasbrouckheights.bccls.org for reference help with our online services or book requests.
- Visit our library website at <https://www.hasbrouckheightslibrary.org>
You can apply for a library card online, view your account, pay balances and renew your items all from your own home.
- We encourage you to continue attending our fantastic virtual programs, using our e-materials and our online databases.
- Continue to use our book drop as much as possible! Since the book drop is open, items will only auto-renew in cases where no holds exist. Keep an eye on the due dates of your items.
- As of September 1, fines will no longer be waived and we will continue to bill for lost and/or damaged items. All materials being returned will be quarantined for 72 hours. However, you will not see your returned item come off your card immediately. You can check your account [here](#).

During Your Visit

- At this time, the BCCLS loan system is up and running. You may request items from other libraries and pick up your requested materials only at your home library.

- When possible, browse for materials with your eyes and *not with your hands*. If you touch an item that you choose not to check-out, place it on the cart marked “to be reshelved” so the item can be properly quarantined for 72 hours.
- For your safety we recommend you take only the time that is necessary to use our services and while at our help desks. If this is not adhered to we may have to implement time restrictions on these services.
- No outside furniture may be brought into the library.
- All meeting rooms are closed. No gatherings or tutoring is allowed.
- At this time, computers will not be available.
- Copiers and scanning will be available. Assistance from staff will be provided at a safe distance. The Library does offer wireless printing from home or from your mobile device. For details, click [here](#).
- Notary services are available but you must call ahead. Walk-ins are not permitted.
- If there is a line to check-out materials, we ask that you opt to use the meeScan self-checkout kiosk OR download the meeScan free mobile app onto your phone beforehand. For instructions, please click [here](#).

Programs

- Adult’s and Children’s programs will only be offered virtually for the foreseeable future. We have some amazing programs so visit our Facebook and Instagram pages for more information! Sign-up for our e-newsletter for real time updates.