

Huntington Memorial Library Temporary Safety Practices Policy

The Huntington Memorial Library is committed to serving its community during a year that has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the following Temporary Safety Practices Policy beginning on May 28, 2020.

The Board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time and our patrons safe.

Staff at the Huntington Memorial Library have the authority to enforce these measures like all other library policies. Concerns about this policy should be directed to Tina Winstead. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Scope of Temporary Safety Measures

The Huntington Memorial Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform to relevant Orders.

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

- Contact-free pick up library materials and returns accepted in the book return box only.
- Computer reservations by appointment.
- Browse the collection by appointment.

Safety Practices

Until the board votes to revoke this temporary policy, the library will determine the number of people allowed in the building and will require all people on the premises to abide by the following safety practices:

- Face masks that cover the nose and mouth must be worn at all times.
- Stay home if you are ill.
- Keep a minimum distance of 6 feet from others.
- Avoid handshakes and hugs.

- Limit your time in the library.
- Use the outside book return and self-checkout station.
- Stock up on library materials so you can minimize trips.
- Cover your mouth with a tissue or your elbow when sneezing and coughing.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact Tina Winstead to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time this temporary policy is revoked.