

LIBRARY SERVICES-REOPENING MATRIX

DRAFT

Duration of each is stage dependent on governmental mandates and board decisions

SERVICE/SERVICE LEVEL	FULL DIGITAL	CURBSIDE PICKUP	CHECKOUT ONLY	LIMITED SERVICES	PRECAUTIONARY
RESPONSE LEVEL	LEVEL V: TEMPORARY CLOSURE (CURRENT)	LEVEL IV: TEMPORARY CLOSURE	LEVEL III: LIMITED SERVICES	LEVEL II: LIMITED SERVICES	LEVEL I: PRECAUTIONARY MEASURES
STATE MANDATE	STAY AT HOME ORDER IN PLACE	STAY AT HOME ORDER MODIFIED OR LIFTED	SOCIAL DISTANCING, NO GROUPS ABOVE 10	SOCIAL DISTANCING, NO GROUPS ABOVE 50	SOCIAL DISTANCING
HOURS	NONE	LIMITED HOURS (TO BE DEFINED)	LIMITED HOURS (TO BE DEFINED)	REGULAR HOURS	REGULAR HOURS
MATERIALS	DIGITAL ONLY	DIGITAL ENCOURAGED, CURBSIDE PICKUP WITH PHONE/ONLINE ORDERS ONLY	DIGITAL ENCOURAGED, CURBSIDE PICKUP WITH PHONE/ONLINE ORDERS, MAIN DESK ACCESS ONLY FOR REQUESTS, STACKS CLOSED	DIGITAL ENCOURAGED, STACKS OPEN	STACKS OPEN
SERVICES	DIGITAL ONLY	DIGITAL ONLY	CHECKOUT OF REQUESTS ONLY, COPIES, FAXES, SCANS	COPIES, SCANS, FAXES, COMPUTER USE, NO TABLES, TOYS, SEATING, ETC	ALL SERVICES, LIMITED TOYS OR MULTI TOUCH ITEMS
CKO OPTIONS	DIGITAL ONLY	CURBSIDE ONLY	CURBSIDE, STAFF ONLY CHECK OUT WITH PRECAUTIONS	STAFF CHECKOUT WITH PRECAUTIONS	STAFF CHECKOUT WITH PRECAUTIONS
RETURNS	NONE, DUE DATES EXTENDED	BOOK DROP	BOOK DROP, DESK	BOOK DROP, DESK, GUIDELINES FOR EXTENDED DATE RETURNS RELEASED	BOOK DROP, DESK, MATERIAL RETURNS GUIDELINES IN EFFECT
STAFF IN BUILDING	DIRECTOR ONLY	PARTIAL STAFF WITH PRECAUTIONS	PARTIAL/FULL STAFF WITH PRECAUTIONS	FULL STAFF WITH PRECAUTIONS	FULL STAFF WITH PRECAUTIONS
PROGRAMS	DIGITAL/ ONLINE ACTIVITIES	DIGITAL/ ONLINE ACTIVITIES	DIGITAL/ ONLINE ACTIVITIES	DIGITAL/ ONLINE ACTIVITIES	SMALL GROUPS, TO BE DEFINED