



Salem Free Public Library

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May 14, 2020

Dear Salem & Bozrah Residents,

The Salem Library staff and I have been working diligently to rethink and adapt to new ways of providing services to the community during the library building's closure. We have added valuable content to our website, including resources for job-seekers, small businesses, community health and homeschooling information, as well as additional resources for downloading ebooks, audiobooks, comics, movies, tv shows, and more! Please visit the Salem Library's website at: salemct.gov/library for access.

In addition, the Salem Library plans on beginning no-contact curbside pickup of physical library materials beginning on May 20, 2020. The book drop will also be reopened for returned library materials at that time, but the library is not accepting donations of personally-owned books or other materials. Please understand that as much as we miss seeing you all, our first priority is the safety of staff and townspeople, so certain guidelines need to be in place, which include:

- Library items returned in the book drop will be quarantined for one week prior to being checked-in. No fines are accruing on library materials at this time.
- Patrons may request up to 5 items at a time via phone or email, as this process can be very time-consuming for staff. Patrons who place holds on library materials through our library catalog may request up to 10 items at a time because this is much less labor-intensive for staff.
- Items will be bagged and labeled with patron name and placed on a cart/table outside for pickup.
- Please wait in your car until no one is near the cart/table before retrieving your items. Please wear a mask when retrieving your materials, and refrain from touching others' bags.
- Delivery among libraries is not currently operating, so all Salem Library items must be returned back to the Salem Library book drop. No patrons are currently allowed in the library building for any reason.
- Although we take many safety precautions when handling materials, we cannot guarantee that items are completely virus-free. Please use this service at your own risk.
- **If you are presenting symptoms of COVID-19, please wait to return library items to the book drop until every member of your household has been symptom-free for a minimum of 72 hours.**

Anticipated Normal Hours of Service for Curbside Pickup (beginning Wednesday, May 20, 2020):

- Mondays & Thursdays, 12:00 p.m. - 5:00 p.m.
- Tuesdays & Wednesdays, 2:00 p.m. - 7:00 p.m.
- Fridays, 12:00 p.m. - 4:00 p.m.
- Saturdays (beginning May 30, 2020), 11:00 a.m. - 2:00 p.m.

Curbside service not available Saturday, May 23, 2020 through Monday, May 25, 2020, in observance of Memorial Day

Please follow the Salem Free Public Library on Facebook and Instagram, as well as checking the library website often for more updates. Thank you for your patience, cooperation, and kind thoughts during such a difficult time. Wishing you all continued good health and happy reading!

Respectfully Submitted,

Vicky M. Coffin, Library Director