

WML Closure Update: January 5, 2021

View the Woods Memorial Library Reopening Plan, approved by the Board of Library Trustees on February 10, 2021.

Material Pickup Appointments and Returns Schedule

Although our CAREs Act funding ended in December, we are testing if we can continue our expanded outdoor service hours. Outdoor service will be offered during all normal open hours, excluding the first and last half hours of the day. They are:

Tuesdays:	2:30 - 7:30
Wednesdays:	10:30 - 7:30
Thursdays:	10:30 - 7:30
Fridays:	2:30 - 4:30
Saturdays:	10:30 - 12:30

Hours may change depending upon staff availability.

We allow up to five appointments within fifteen-minute periods for picking up material within these times. Returning material does not require an appointment, but must be during these hours. Families picking up material for multiple members will have one pickup time, but only one person should enter the pick-up area.

Placing Holds

Holds may be placed using the library catalog. MLS Delivery Service and Commonwealth Catalog are available, so you may borrow material from other C/W MARS and MA libraries.

[Sign up for our weekly New Material emails through Wowbrary!](#) These have titles, cover images, and descriptions of the latest items we've added, with links to their catalog records. They also include updates about our services and programs. You can customize your alerts by format, genre, age group, and author. It's free to subscribe! [Click here](#) to view our latest newsletter and titles.

[Click here](#) to see what titles our library has added in the past two weeks. You can perform searches within that list.

If you would like help searching for specific titles or a selection of your favorite authors, genres, or age-level material, please visit our [Book Detective services for Children, Teens, and Adults](#), send us an email at barrelibrary@gmail.com, call us at (978) 355-2533, or fill out the [Contact Us form](#) and we will respond as soon as possible. **Please provide your library card number and contact information when inquiring about questions about your account.**

Pickup Procedures

Holds Notifications were re-enabled on December 2, 2020. We also enabled a new feature that allows patrons and staff to create appointments through the catalog on that day. For a general

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overview of the Curbside Pickup appointment feature, [click here](#). For those who don't receive automated holds notifications, we will continue to contact you by phone to arrange a pick-up day and time when your items are ready.

Patrons must make an appointment through the catalog, by phone, or by email in order to pick up material. **We cannot serve people without an appointment.** Items will be checked out on the day of your appointment, then placed in a paper bag marked with your initials and the last four digits of your library card number.

At your designated pickup time, come to the library parking lot entrance to pick up your items. **You must wear a mask and remain a physical distance of at least six feet apart. Please wait in line at the designated spots until you are asked to approach by a staff member** in order to maintain the recommended physical distancing guidelines.

Tell us the initials of your first and last names and the last four digits of your library card number so we can match them to your request. A staff member will leave your bag of items on the table for you to pick up.

Returns Procedures

The book drop will remain locked until further notice, as we cannot keep it properly disinfected between patron visits.

If patrons are returning items only, they can be brought back to the library during any service hours without an appointment. Please return all material in bags; when possible, please use the paper bag provided when you picked up items.

Two bins will be available in the vestibule of the parking lot entrance: one for returning books and magazines, another for returning CDs/DVDs.

Patrons must wear masks. Please wait in line at the designated spots before approaching the return bins if another library patron is already there in order to maintain the recommended physical distancing guidelines.

Items will be sterilized following specific procedures before being checked in. Do not be concerned if there is a delay; items will be checked in using the return date and ensure no fines (if any) are charged beyond it.

We will continue to provide updates on our website, Facebook, and voicemail message, as well as in the *Barre Gazette*.

For any questions or concerns, or for assistance navigating online resources, please do not hesitate to reach out to the library. Frequently asked questions will be included in updates.

Please stay healthy and safe!

*Woods Memorial Library Staff
Barre Board of Library Trustees*