

## Uxbridge Free Public Library Pandemic Policy

The Uxbridge Free Public Library will close due to a pandemic in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or the Library Board of Trustees, the Uxbridge Free Public Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of a closure, items will be checked in in amnesty mode to waive late charges once the library reopens.

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately post information about closures on the library website, social media sites, phone system, and outside the library.

If reduced staffing, open hours, or services are required, library staff shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Priority responsibilities shall follow this order:

- i. Direct patron assistance: check out, issuing library cards, computer and reference assistance, facility and collection supervision/safety.
- ii. Patron related-tasks: check in, incoming delivery, shelving.
- iii. Workflow tasks: pull list, material orders, cataloging
- iv. Essential services: payroll, processing bills for payment, Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director/Assistant Director to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

Library staff will be provided with disposable gloves, hand sanitizer, and surface disinfectants.

If, for any reason, the Library Director or Assistant Director are unable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow directions from the Board of Library Trustees.

*Adapted from Stoughton (WI) Public Library Pandemic Policy*