

## LIBRARY EMERGENCY POLICY

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### Purpose

In the event of a pandemic, epidemic, other public health emergency or activation of the City of Appleton's Emergency Operations Center (collectively "emergencies" or "emergency") the Appleton Public Library ("library") may need to make immediate modifications to policies and procedures in order to slow the spread of illness or protect the safety of the public. While every emergency will be unique and require different specific responses, this policy empowers the Library Director to make decisions in cooperation with local public health officials in order to address urgent needs.

### Policy

1. Library Closure
  - a. In response to a public health mandate the Library Director or their designee may temporarily close, reduce operating hours, or limit services of the library.
  - b. At the discretion of the Library Director or their designee, the library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.
  - c. Decisions to close will be made in cooperation with local public health officials and will be done in concert with City emergency operations planning.
  - d. In the event of a closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, the Library Board of Trustees and the Mayor.
2. Building access during a closure
  - a. The Library Director or their designee may restrict, limit and monitor staff, tenant and vendor access to the building and the manner in which spaces in the building are utilized to ensure that social distancing and other relevant public health needs are addressed.
3. Circulation
  - a. In the event of a long-term closure, due dates will be adjusted and no overdue charges will be assessed.
  - b. The ability to accept materials returns will be assessed based on the nature of the public health emergency.
  - c. Delivery between libraries will be determined in cooperation with OWLSnet, the regional partnership that provides delivery between libraries.
4. Programs

- a. The ability to provide programming will be determined based on the nature of the public health emergency.
  - b. Online programming and/or programming in alternative locations may be provided.
- 5. Personnel Matters
  - a. Library employees will follow the City of Appleton personnel policies.
  - b. Employees may be authorized to work from home, at an alternative site or a modified location within the building.
  - c. The library may require staff to wear masks or other Personal Protective Equipment (“PPE”) and will work with staff who require accommodations.
- 6. Patron Expectations
  - a. The public should be made aware of modifications, limitations and temporary cessations of services via in house signage and use of the library’s public information channels, website and social media.
  - b. The library may modify its Safety and Security Policy and/or Rules of Conduct to require library patrons to follow certain rules that are specific to the emergency including requiring the wearing of PPE.

*Approved 6-16-2020*