

Limited Walkthrough Procedures

In the next phase of re-opening services to the public, effective 10/5/20, the Cape May County Library will be open to the public at reduced capacity for walkthrough service. Patrons will be able to browse the collections and check out materials in the library. Computers and other technology will continue to be available by appointment. Curbside service will be available at specific times of days when the library is not open for walkthrough service.

Walkthrough service offers broader services at the library while continuing to limit exposure for patrons, staff, and materials. Patrons will be asked to limit the length of their walkthrough visits and observe the Pandemic Code of Conduct.

- Health & Safety
 - The Pandemic Code of Conduct is in effect during this phase which includes wearing a mask and maintaining appropriate social distance. The Code of Conduct is available on the library's website and posted at each location.
 - Patrons will have their temperatures scanned at the entrance. Any patron with a temperature over 100.4 degrees will be asked to return another day.
 - High touch surfaces, including computer equipment, handles, and railings, will be wiped down each hour.
 - Touchless hand sanitizers will be available at entrances and near restrooms.
- Limiting Exposure
 - Walkthrough visits will be limited to 30 minutes for browsing and 1 hour for computer use.
 - Per the Governor's orders, library capacity will be limited to 25% of building capacity.
 - Seating has been removed to allow space for social distancing.
 - Newspapers and magazines will not be available to browse. Magazines may be checked out, including current issues.
 - Meeting rooms and study areas will remain closed.
- Services
 - Computers by Appointment
 - Computers, scanners, fax, and copiers will continue to be available by appointment.
 - Patrons will call the location they want to visit to use a computer or equipment.
 - Staff will find a date/ time that works and make an appointment.
 - Patrons are expected to stay at their computer/ fax/ copier station and exit the library once their time/ usage is complete.
 - Collections Browsing & Check Outs
 - Patrons will be allowed to browse the collections for up to 30 minutes per visit.
 - When entering the building, patrons will receive a time slip with the time they should end their visit.

- Patrons may pick up holds and check out other materials during walkthrough service.
- Curbside Pick-Up
 - Curbside pick-up will continue to operate at specific times at each location.
 - Patrons can place holds in the catalog or call their location to place holds.
 - Patrons will be notified that holds are ready for pick-up by e-mail, text, or phone.
 - Once items are available, patrons can call their pick-up location and choose a time for curbside pick-up. Current availability of curbside pick-up is listed in the walkthrough service schedule for each location.
 - When patrons arrive for their pick-up time, they will call their location and let staff know they have arrived. Staff will place their items on the pick-up table. Patrons should remain on the sidewalk or in their vehicles until items have been placed on the table.
- Returning Items
 - All items will continue to be returned only in the outdoor book drops.
 - If returning a Mifi Hotpost, Roku, Launchpad, Wonderbook, or ChromeBook, please drop the items in the special return box at the Circulation Desk.
- Library Events & Digital Services
 - The library will continue to offer virtual events. Patrons can access these events through the library's website or on social media. In-person events will be reassessed in early 2021.
 - Digital services, such as eBooks and databases, will continue to be accessible 24/7 through the library website and library app.
- Other Services
 - Donations will not be accepted at this time.
 - Some in-library services, such as the AWE Children's games computers and catalog computers, will not be available at this time.
 - Library services that bring staff outside our locations, such as Homebound and Bookmobile services, will not be available at this time.