Library Re-Opening Plans

**Akron-Summit County Public Library**

Curbside: June 29

Opening: July 20
Other Protocols and Services: hand sanitizer; sanitizing wipes; signage regarding social distancing; disposable masks for patrons who don't have a face covering but are willing to wear one

**Amherst Public Library:**

Curbside: May 18

Opening: Computer, fax, notary appointments only starting June 8

Other Protocols and Services: We offer virtual story times, coloring pages, reader's advisory. Our summer reading program has been cancelled, but our Youth Services Dept. has scheduled some virtual programming.

**Andover Public Library:**Curbside: We never really stopped curbside. We just didn’t advertise.
Opening: Unknown. Waiting on Battelle.
Other Protocols and Services: Always…Wifi, materials return, reference, online programming, streaming crafts. While closed we contacted patrons and offered bags of curated books. We offered copies, faxes, tax forms, printing.

**Ashland Public Library**
Curbside: No

Opening: May 19

Other Protocols and Services: We opened up to the public on 5/19/20 with limited services and hours. During our current phase we are only allowing patrons to place holds, pick up holds, and return items. There are no public computers at this time.

We have sneeze guards up at the main desk for staff. We've created a greeter role where staff talks to patrons as soon as they enter the building. It's a one way in one way out system.

**Ashtabula County District Library:**

Curbside: May 4

Opening: June 1, June 15, July 6, August 17
Other Protocols and Services: June 1st opening makeshift computer lab in meeting rooms for 1 hr sessions, limited hours; June 15th opening building for browsing/checkout, no seating/loitering, limited hours; July 6th opening building -- full access, limited hours; August 17th full access/hours. This plan is designed to allow for delays in phases and/or reversals, if needed. Face masks must be worn by patrons (will supply if needed). With computer lab usage, patrons will be asked to wash their hands before and after usage and computer stations will be sanitized between uses.

**Avon Lake Public Library:**
Curbside: May 12

Opening: Unknown

**Baldwin Wallace University-Ritter Library:**
Curbside: No
Opening: August-by “public” we mean for the U community only
Other Protocols and Services: Virtual services only. August is the absolute earliest date we can resume normal circulation.

**Birchard Public Library:**

Curbside: Yes

Opening: Unknown
Other Protocols and Services: We are going to start offering copying, faxing and printing in the next week if we do not open up the building soon.

**Bristol Public Library**
Curbside: June 1

Opening: Unknown

**Canal Fulton Public Library:**
Curbside: May 13

Opening: Unknown
Other Protocols and Services: Wi-Fi access in our parking lot was uninterrupted. Virtual story times, Reference by phone/email started May 13th. All materials must be returned in drop boxes. We isolate all returned materials for 4 days. Fine free as of May 13th. Homebound delivery resumed May 20th. Virtual Summer Reading programs start June 1st. By mid-June we will have Reme Halo UV light systems installed into our furnaces and Honeywell 4” pleated media filter systems installed into the return air drops.

**Cleveland Heights-University Heights Public Library**
Curbside: May 18

Opening: June 2
Other Protocols and Services: Limited to holds pick up, copy and fax services

**Cleveland Institute of Art Library:**
Curbside: No

Opening: August-before the semester begins

**Cuyahoga Falls Library:**
Curbside: June 2

Opening: Tentative July

**Dover Public Library:**

Curbside: May 12

Opening: Unknown

Other Protocols and Services: Limited outreach to homebound patrons. We began this on May 19

**East Palestine Memorial Public Library**

Curbside: May 12

Opening: June 8

Other Protocols and Services: Offering in-house and curbside both. Also, virtual programming on Facebook, the library's website, and email.

**Elyria Public Library:**

Curbside: June 1

Opening: Unknown
Other Protocols and Services: We are canceling overdue fines and will be working to clear as many patron accounts as possible from outstanding fines from past issues.

**Fairport Harbor Public Library**

Curbside: May 4
Opening: June 8
Other Protocols and Services: June 8-12: Limiting visitors to 5 people at a time and 30-minute visits - continue video programs
June 15: extending visitors to 10 at a time and 60-minute visits - small group storytime and teen activities outside (weather permitting)
Masks required by all, no unattended children(ages 0-9), children ages 10-14 (permission slip to visit unattended)

**Harbor-Topky Memorial Library:**

Curbside: May 18
Opening: Unknown
Other Protocols and Services: We are doing reference for our patrons too. Our children’s librarian did do a story time online.

**Henderson Memorial Public Library:**
Curbside: May 11
Opening: Currently board reviewing for a June date

Other Protocols and Services: Daily Give & Take cart from 9am-5pm Monday-Sunday. Virtual book clubs, story times, reference by phone/email.

**Hubbard Public Library**

Curbside: Drive-up window June 3

Opening: Unknown
Other Protocols and Services: Curbside service (by appointment) will begin the week of June 8, 2020 to accommodate lending of larger materials that will not fit through the drive up.

**Huron Public Library:**
Curbside: June 1
Opening: June 15

Other Protocols and Services: We are offering Phone Services from 1 - 5 pm, Monday through Friday. We also plan to place donations outside in a bin as a Little Free Library (mostly to get rid of a growing pile of donations. We recently reopened our outdoor drop boxes and we are quarantining items for 72 hours.

**Ingalls Library, The Cleveland Museum of Art:**

Curbside: No

Opening: Unknown
Other Protocols and Services: Limited library and archives staff will be on site while their colleagues work remotely. Library spaces, including stacks typically accessed by staff and students in the joint program in art history and museum studies at Case Western Reserve U. but not accessed by the public, will only be accessible to library and archives staff, the executive team, facilities staff, and protection services staff. Materials typically viewed in the archives and special collections reading room (namely archival material, rare material, and clipping files) will be accessed by appointment in the library’s (larger) reference area. The library will accept requests for a modest amount of copyright-compliant scanning of clipping files and serials. Newspapers, journals, magazines, and auction catalogs housed in the library lounge will not circulate for the time being. Paging by circulation staff and management will be conducted by library staff two mornings a week. Materials on staff members’ shelves within the library (similar to carrels) can be paged and delivered to offices and cubicles, and the same is true temporarily of reference materials. Electronic door passes will facilitate the borrowing of materials for home, with the exception of reference materials. A cart is provided for staff to bring a high volume of materials to their vehicle. Circulation management and staff will coordinate the pick-up of materials from offices, cubicles, and a designated cart. Materials will be quarantined for 3 days for the time being before being re-shelved. Mail will also be quarantined; the present practice of 5 days is likely to be revisited soon. Staff outside of the library and archives department will route print jobs and other copier needs through the museum’s print services office. Reference will continue by email and an online Ask service via the museum’s website. Details about public and CWRU access are forthcoming. Note: although the Ingalls Library is a non-circulating library, as standard practice (i.e., pre-COVID), materials are checked out to offices and cubicles and cleared for off-site use for a two-week period.

**Kent Free Library:**
Curbside: May 26
Opening: Tentative in June, no decision yet

**Kent State University at Trumbull Gelbke Library**
Curbside: No

Opening: Unknown

**Kingsville Public Library:**

Curbside: May 18

Opening: Unknown

Other Protocols and Services: We are offering faxing and copying via curbside services. Notaries are available by appointment. We also have the Guiding Ohio Online grant. Our technology trainer has been offering phone appointments for technology assistance, but will start meeting people for 1-on-1 appointments again, June 1. They will be required to wear a mask if they want in-person assistance.

**Kinsman Free Public Library:**
Curbside: June 1
Opening: June 4

**Lepper Library:**
Curbside: May 18

Opening: Unknown
Other Protocols and Services: Some virtual programming, virtual Summer Reading & Reference questions at this time.

**Lorain Public Library System**
Curbside: May 18

Opening: Limited hours starting 6/22

**Mansfield/Richland County Public Library**
Curbside: May 18

Opening: Tentative June 22
Other Protocols and Services: Social distancing by removing computers and chairs, online story times, online crafting programs with supplies provided via curbside pickup, Teen Advisory Board meeting via Zoom, job searching tips via Facebook Live.

**Marvin Memorial Library:**
Curbside: May 11
Opening Building: June 15
Other Protocols and Services: Prearranged no-contact delivery of library materials to homebound (including vulnerable) patrons in our service area; began May 11, 2020

**Massillon Public Library**

Curbside: June 1
Opening: Unknown

**McKinley Memorial Library:**

Curbside: June 1

Opening: Unknown

Other Protocols and Services: We will begin opening to patrons by appointment only before beginning limited hours for all patrons to include an hour for vulnerable patrons.We're trying to get virtual programming ready to begin June 1. This includes story times for children and families as well as teen and adult programming. Adult programming will include a craft and short presentations about history on Facebook Live, passive recipe exchanges on Facebook, and book and other discussions via Microsoft Teams. We're also doing summer reading online via Beanstack. Adult summer reading was set to begin June 15, and I think we're still using that start date.

**Mentor Public Library:**Curbside: May 18

Opening: June 8

**Minerva Public Library:**

Curbside: May 18

Opening: Unknown
Other Protocols and Services: photocopying, document printing, and wireless printing available now

**Morley Library**
Curbside: May 18

Opening: Unknown
Other Protocols and Services: Phone-in reference

**North Canton Public Library:**
Curbside: June 1
Opening: Unknown

**Notre Dame College Library:**
Curbside: No

Opening: August 31 pending administration directives

Other Protocols and Services: Currently we are offering services Monday through Friday from 8:30am-6:00pm by phone and email using electronic resources.

**Orrville Public Library**

Curbside: June 1

Opening: Tentative July 6
Other Protocols and Services: Drive-up window, copies and faxes

**Paulding County Carnegie Library:**
Curbside: June 3

Opening: Unknown

Other Protocols and Services: We are starting to recirculate hotspots May 27.
All books requested to be returned to drop boxes starting May 26. We added a feature to our library homepage that allows patrons to ask questions or request holds via email. This email link goes directly to a group of library staff members for quicker response time. (effective May 26). We hope to start curb service with limited hours on June 3.

**Peninsula Library & Historical Society:**

Curbside: June 1
Opening: Unknown

**Perry Public Library:**
Curbside: May 12
Opening: Tentative is June 8

Other Protocols and Services: Plexiglass barriers, remove furniture, prohibit use of meeting rooms, shorter hours.

**Public Library of Youngstown and Mahoning County**
Curbside: June 3

Opening: Unknown-will likely start with computer access in July
Other Protocols and Services: We have been providing virtual and phone service since March (staff working from home) and have greatly increased online offerings.
For general computer use we will be providing masks and sanitizer for patrons, will plan on wiping down computers between uses.
We expect to make one branch a workforce/business location to be staffed by our jobs librarian, business librarian, and grants librarian. Will likely have longer computer use time and may be by appointment only.

**Reed Memorial Library:**Curbside: May 14

Opening: Mid to late June

**Ritter Public Library:**

Curbside: No

Opening: Limited building access on May 18
Other Protocols and Services: We have four computer stations available for one-hour sessions. We are allowing limited access to the building for hold pickup and returns. No browsing.

**Rocky River Public Library:**
Curbside: May 18
Opening: In-library computer access around July 1
Other Protocols and Services: Programming is continuing to be offered virtually, but when a program requires library provided supplies, we are providing these materials through curbside as well in programming-to-go bags. We are offering tech assistance via phone currently, and are exploring how to expand this into online chat and screen share capabilities. Also, we have also been prioritizing and Reader's Advisory through personalized email recommendations.

**Rodman Public Library:**

Curbside: May 12
Opening: Aiming for June 15
Other Protocols and Services: Not at this time-and when we open, it will be gradual.

**Salem Public Library:**

Curbside: May 11
Opening: Unknown
Other Protocols and Services: Allowing pickup of pre-packaged supply kits for craft, science and other programs the library is offering. Starting June 1. Expanding homebound delivery service to allow more residents to participate. Starting June 1.

**Shaker Heights Public Library:**
Curbside: June 1

Opening: Unknown

**Stark County District Library:**
Curbside: June 1

Opening: Unknown
Other Protocols and Services: Wi-Fi access in parking lots

**Stow-Munroe Falls Public Library:**
Curbside: June 1
Opening: Unknown

**Thorne Library at Mount Vernon Nazarene University:**

Curbside: No

Opening: June 22

Other Protocols and Services: We have a contactless pickup/drop off area in a secured part of the building. Currently, only faculty and staff have ID swipe access. We are fulfilling local holds. This service began on 5/29/20**.**

**Twinsburg Public Library:**

Curbside: May 13
Opening: May 20
Other Protocols and Services: Patrons are strongly encouraged to phone ahead or check this webpage for the most up-to-date information. Call 330-425-4268. Please contact the Library Director with any questions or concerns.

Phase 3: Beginning Wednesday, May 20, the Library will be open to the public with limited services. Hours will be 10:00 am to 6:00 pm on Mondays, Wednesdays, Fridays, and Saturdays. 12:00 pm to 8:00 pm on Tuesdays and Thursdays. 11:00 am to 12:00 pm on Thursdays will be set aside for seniors and other vulnerable adults. The drive-up window remains closed.

The following restrictions will be in place in order to meet health department guidelines.

All staff must wear face coverings that cover the nose and mouth. Visitors are encouraged to wear face coverings.
Only adults 18 and up will be allowed in the building at this time to help with social distancing which must be followed.
Visits must be limited to browsing and checking out materials for no more than one hour.
15-minute Quick Print/Self-Service computer use will be available.
Only 100 visitors will be allowed inside the building at one time.
There will be no meeting room use, in-person programs, or all-day stays.

Curbside Pick-Up by appointment will continue during business hours through May 2020. Call the Library or schedule online at www.twinsburglibrary.org/curbside-pickup.

The Book/AV Return Slots are open. Due to the volume of material we expect to receive, ONLY Twinburg Public Library items will be accepted at this time.
With the reopening of the building, you may return Hotspots, Rokus, Board games, Ukuleles and all other items that are normally returned inside at one of the desks. The Drive-Up Window remains CLOSED due to the increased vehicle traffic in this area.

Returned items will remain on your library account for 5 days while they are in "quarantine". Everything remains "fine free" during this time.

Beginning Tuesday, May 26
Review the list of all services being offered by the Adult Learning & Information Services Team. <https://www.twinsburglibrary.org/alis-services-available-phase-3>

Phase 4 (Date to be determined): Teens 13 through 17 will be allowed to visit the Library on their own for an hour as long as they follow social distancing guidelines.
As the State loosens restrictions, additional services will be added.
Staff is working on ways to help small and school-age children “social distance.”
The Friends Shop will remain closed and will not accept any donations at this time. Watch for news from this independent organization sometime in June.
In order to protect both staff and visitors, in addition to the face covering requirement, the Library has implemented the following procedures and safeguards.

The Library has been treated with Enviroshield, a spray disinfection service that eliminates 99.9% of bacteria and viruses on exposed surfaces. It continues to protect surfaces and eliminate germs for up to six months. <https://jan-pro.com/commercial-disinfectant/>
We will strongly encourage use of the Library’s self-checkout stations. Disinfectant wipes are available at every counter and computer station.
Staff will be using gloves to handle returned materials, and items will be in “quarantine” before they go back to the shelves for circulation.
Acrylic guards between staff and visitors are in place.
Social distance markers are in place.

**Wadsworth Public Library:**

Curbside: May 12

Opening: Unknown
Other Protocols and Services: Continue virtual Programming

**Warren-Trumbull County Public Library:**
Curbside: No

Opening: Limited hours and services on June 1

Other Protocols and Services: Mon-Fri 11-6 with 11-noon for the vulnerable population. No in-person programming or meeting rooms until 12/31/20.

**Wayne County Public Library**
Curbside: June 1
Opening: Tentative July 6

**Westlake Porter Public Library:**
Curbside: Soft launch May 6, started May 7

Opening: Computer Lab by appt May 18; rest unknown

Other Protocols and Services: Telephone reference started Tuesday, May 5th.
Homebound delivery restarted Monday, May 11th to individual homes and to interested care facilities.
Online programming (book clubs, story times, lectures, etc.) have been happening since the library closed to the public in March, primarily via Zoom and Facebook Live.
Craft program kits for specific adult programs are available through curbside pickup. Children's take-home packets of crafts, STEAM activities, etc. were distributed as a drive-through service Tuesday, May 26.
All services are available during the library's normal, pre-closure hours: M-Th 9-9, F-Sa 9-6, Su 1-5.

**Wickliffe Public Library:**

Curbside: 05/26
Opening: by appointment only (computer, fax, copy, notary) June 8 or June 15
Other Protocols and Services: Virtual Summer Reading program beginning, FB story times, information/reference call service started May 13