

Outdoor Material Pickup Appointments and Returns Schedule

Woods Memorial Library's outdoor service schedule for picking up and returning library material for the coming week:

Tues., Aug. 11:	2:30 - 5:30
Wed., Aug. 12:	11:00 - 1:00 and 5:30 - 7:30
Thurs., Aug. 13:	1:00 - 3:00 and 5:30 - 7:30
Fri., Aug. 14:	2:30 - 4:30
Sat., Aug. 15:	10:30 - 12:30

We will schedule five appointments in 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 approach the pick-up area.

IMPORTANT NOTE: The library's roof will be replaced soon. The contractors intend to disrupt library service as little as possible, but the library will be closed for the safety of patrons and staff on the day(s) they remove the existing roof. Staff will work from home on those days. The closure date will likely be on a Tuesday; we will keep you updated.

Placing Holds

Holds may be placed using the library catalog. **MLS Delivery Service is running, so** you may borrow material from other C/W MARS libraries. The Commonwealth Catalog remains closed for placing holds; however, you may return those items.

To see what titles our library has added in the past two weeks, go to <https://www.cwmars.org/explore/new-titles> and click on the link for Barre Woods Memorial Library, or simply bookmark <https://bark.cwmars.org/eg/opac/results?bookbag=23309>. 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 on our homepage <<https://www.barrelibrary.org/>>, send us an email <barrelibrary@gmail.com>, call us (978-355-2533), or fill out the Contact Us form on our website <<https://www.barrelibrary.org/contact-us>>, and we will contact you as soon as possible. **Please provide your library card number and contact information.**

Outdoor Pickup Procedures

When your items are ready, we will contact you to arrange a pick-up day and time. **Please do not come to the library before we contact you; we cannot serve people coming to pick up materials at the library without appointments.** We will check out items on the day of your appointment, then place them 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 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 the portico 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 it to your request. A staff member will leave your bag of items on the table; you may retrieve the bag after they have reentered the building.

Outdoor Returns Procedures

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

If patrons are only looking to return their items, they can be brought back to the library during any of the times listed above; no appointment is needed. Please return all material in grocery bags; when possible, please use the paper bag that we provided when you picked up items.

Bins will be left under the portico by the parking lot entrance: one for books and magazines, another for CDs/DVDs.

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

Full bins will be stored in the library for a one-week quarantine period. Items will be checked in after this; however, we will change the system's check-in date to match the return date and ensure no fines are charged.

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. We are here to help you.

Please stay healthy and safe!

*Woods Memorial Library Staff
Barre Board of Library Trustees*