

## WML Closure Update: November 25, 2020

Please see our updated Reopening Plan, approved by the Board of Library Trustees on November 18.

### Material Pickup Appointments and Returns Schedule

Thanks to CAREs Act funding, our service schedule for picking up and returning library material until the end of December is:

<b>Tuesdays:</b>	<b>2:30 - 7:30</b>
<b>Wednesdays:</b>	<b>10:30 - 7:30</b>
<b>Thursdays:</b>	<b>10:30 - 7:30</b>
<b>Fridays:</b>	<b>2:30 - 4:30</b>
<b>Saturdays:</b>	<b>10:30 - 12:30</b>

Service will end at 2:30 on December 24 and December 31 due to early closures. The library will be closed on December 25, December 26, and January 1.

Hours may change depending upon staff availability.

We allow up to five appointments within 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 enter the pick-up area.

### Placing Holds

Holds may be placed using the library catalog, MLS Delivery Service and Commonwealth Catalog are available, so you may borrow material from other C/W MARS and MA libraries.

[Sign up for our weekly New Material emails through Wowbrary](#). These have titles, cover images, and descriptions of the latest items we've added, with links to their catalog records. They also include updates about our services and programs. You can customize your alerts by format, genre, age group, and author. It's free to [subscribe!](#) [View the latest alert online](#).

Visit <https://bark.cwmars.org/eg/opac/results?bookbag=23309> to see what titles our library has added in the past two weeks. 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](mailto: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.**

### Pickup Procedures

**Holds Notifications will be reenabled on December 2, 2020, when we will also be enabling a new feature that allows patrons and staff to create appointments through the catalog.** For a general overview of the Curbside Pickup appointment feature, please visit <https://www.cwmars.org/help/catalogaccount-help/help-curbside-pickup>.

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For those who don't receive automated holds notifications, we will continue to contact you to arrange a pick-up day and time when your items are ready.

**Patrons must make an appointment through the catalog, by phone, or by email in order to pick up material. We cannot serve people without an appointment.**

Items will be checked out on the day of your appointment, then placed 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 entrance 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 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 them to your request. A staff member will leave your bag of items on the table for you to pick up.

### **Returns Procedures**

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

**If patrons are returning items only, they can be brought back to the library during any service hours without an appointment.** Please return all material in bags; when possible, please use the paper bag provided when you picked up items.

Two bins will be available in the vestibule of the parking lot entrance: one for returning books and magazines, another for returning CDs/DVDs.

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

Items will be sterilized following specific procedures before being checked in. Do not be concerned if there is a delay; items will be checked in using the return date and ensure no fines (if any) are charged beyond it.

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. Frequently asked questions will be included in updates.

Please stay healthy and safe!

*Woods Memorial Library Staff  
Barre Board of Library Trustees*