Woods Memorial Library

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March 23, 2020 update (changes are highlighted)

"Governor Charlie Baker issued an emergency order requiring all businesses and organizations that do not provide 'COVID-19 Essential Services' to close their physical workplaces and facilities to workers, customers and the public as of Tuesday, March 24th at noon until Tuesday, April 7th at noon".

Library staff will work from home, including regularly checking the library's voicemail, email, and Facebook during hours we would normally be open. Staff will <u>not</u> be returning phone calls from their personal phones, so **please provide an email address for a faster response.** Please be patient if we do not respond immediately; we will contact you as soon as possible.

The library is tentatively rescheduled to open to the public on Tuesday, April 7, at 2 p.m., acknowledging that this may be extended further. We will continue to monitor the situation and provide updates as they occur; any changes will be posted on our website, Facebook, and telephone voicemail message.

If you do not currently have a library card and wish to use our electronic resources that require one, please contact the library by phone or email and we will set up a library card that you can use while we are closed. If you wish to continue to use the library after we reopen—and we hope you will!—you will be able to make the card permanent by coming to the library with identification.

We are in the process of setting up an OverDrive account to both purchase additional e-books and e-audio of our own and to have access to more of these materials via C/W MARS. We are also investigating activities that can be done at a distance. Details about any additional library resources and services offered will be posted to our website and Facebook, along with other free events and resources.

C/W MARS has turned on OverDrive Instant Digital Card! Please <u>visit their website</u> for details. This is separate from our temporary card; you do not need both. They are starting to purchase additional copies of electronic titles with long waiting lists this week, as well as purchasing additional e-magazines. You can also sign up for a <u>Boston Public Library ecard</u> to access their <u>online resources</u>.

In addition to using <u>OverDrive</u>, patrons may borrow e-content by downloading Libby, a free app available for download on Android and iOS devices. From there, you can borrow e-books, e-audiobooks, and e-magazines by signing in with your library card and PIN. Please contact the library if you need help or don't recall your PIN.

There will be no fines for overdue materials during the time of our closure, whether they are from our library or other C/W MARS libraries. C/W MARS has extended due dates to May 1, 2020, and waiting list expiry dates to November 1, 2020. Patron library cards with expiration dates between February 16 and April 30, 2020, have also been updated to May 1. Items that were on the hold shelf will be available when we reopen. They will review and extend all dates as required.

We ask that patrons keep borrowed material at home until we reopen. The book return will remain locked. If items are left outside the library, patrons will be responsible for any damage or loss.

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