Purpose
The safety of our library users and staff are of the upmost importance. This policy was created in response to the challenges COVID presents to our normal operations and will supersede specific terms listed in other Library Board approved policies until further notice.

General Guidelines
- Unattended Minors: children under the age of 14 are required to be supervised by a parent or guardian
- Rules of Conduct:
  - To allow for effective social distancing, the number of patrons allowed inside the facility may be limited at the library director's discretion. Social distancing must be maintained between both patrons and library staff.
  - Any behaviors that endangers the health and safety of both library users and staff, including not following library guidelines for social distancing, are prohibited.
  - Browsing is limited to 30 minutes a day, computer appointments are 1 hour a day. An additional 30 minutes for browsing may be extended at the Library Director's discretion.
- Meeting rooms: meeting rooms are unavailable to the public until further notice
- Computer & Internet Usage: Due to limited seating and equipment, computer usage at the library is limited to 1 hour per day.
  - Reservations to use a library-owned computer **OR** to reserve seating space to use personal devices must be made 24 hours in advance by calling the library's front desk at 563-659-5523.
  - Copies, printing, and faxing are all available services, but operation of this equipment will be conducted by library staff. Payment for these services will be exact change, card, or check only.
- Privacy policy: If library staff member tests positive for COVID-19, the library may be required to release patron information for contact tracing. Should this occur, the library will only release the name and address of patrons served by this staff member to authorized health officials.

Suspension of services
The following services are unavailable until further notice:
- Newspapers
- Toys/games in children's department
- Programming passes
- Test proctoring
- Materials donations (books, DVDs, CDs, Magazines)
- In-person programming

Approved by Library Board of Trustees 10/07/20