

HARVARD DIGGINS LIBRARY IS OPEN!

The Harvard Diggins Library is happy to welcome patrons back to the library. The safety of patrons and staff is very important to us. Because the COVID-19 virus remains a public health hazard, please follow these guidelines when visiting the library:

1. If you feel ill, or are exhibiting COVID-19 symptoms, please do not visit the library.
2. Wear a mask at all times while in the library.
3. Limit your visit to no more than one hour.
4. Use hand sanitizer when entering and leaving the building.
5. Provide adult supervision for children age 12 and under.

Failure to follow these guidelines may result in limited library services.

HOURS OF SERVICE:

Monday – Friday – 9AM – 10AM reserved for patrons age 60+ and those with at-risk health conditions. Please be respectful of this guideline.

Monday – Thursday – 10AM – 6PM

Friday – 10AM – 5PM

Saturday – 9AM – 1PM

CURBSIDE PICKUP AVAILABLE: Curbside pickup is available for those who wish to check out library materials but do not wish to come into the Library. Please call 815-943-4671 or email harpgeneral@harvard-diggins.org to place a request and coordinate a pickup time.

COMPUTER USE: Public computers may be used for up to one hour per day **BY APPOINTMENT ONLY**. Masks must be worn while using the public computers. Only one person per computer will be allowed. All public computer users will receive a guest pass when checking in at their appointed time. Staff will assign a computer station to each user. At the end of a computer session, the guest pass must be returned to the circulation desk. Staff will disinfect the computer station before assigning it to the next patron.

Printing from computer stations is available. Prints are \$0.10 per sheet for black/white or \$0.50 for color prints. The print station accepts coins (no pennies), \$1 and \$5 bills. Computer users should plan to bring exact change or small bills. Library staff will not provide change.

FAXING: Document faxing is available during library hours. A cover sheet with the fax number must accompany each fax. Cover sheets are available at no cost. Visit the fax station near the circulation desk for a cover sheet and more information on steps to send a fax.

PHOTOCOPIES: The copy machine is available for use during library hours. Copies are \$0.10 per sheet for black/white or \$0.50 for color prints. The print station accepts coins (no pennies), \$1 and \$5 bills. Computer users should plan to bring exact change or small bills. Library staff will not provide change.

WI-FI: Wi-fi is available throughout the building. Wi-fi users should plan to spend no more than one hour at the library using the service. Staff will ask visitors to return for another session if they extend longer than one hour.

Thank you for following these guidelines. Our goal is to keep library visitors and staff safe during this health crisis. We are a stronger Harvard community by working together to stay safe and well!