

## The building is OPEN to the public with these stipulations:

- ✓ **Open Hours by appointment only:** Monday and Wednesday, 10 a.m. to 3 p.m.  
Tuesday and Thursday, 3 p.m. to 8 p.m.  
Saturday, 10 a.m. to 2 p.m. (closed Saturdays in August)

All patrons must register for a **30-minute time slot by phone (860-646-7349)**. This gives the staff a chance to sanitize commonly touched surfaces between patrons. Appointments may be made up to one day in advance. We will keep a record of patron attendance for contact-tracing purposes.



- ✓ **Ring the doorbell upon arrival**, as the doors will be locked.
- ✓ **Outside Pickup Service will continue to be available as follows:**  
Monday and Wednesday, 10 a.m. to 4:30 p.m.  
Tuesday and Thursday, 10 a.m. to 7:30 p.m.  
Saturday, 10 a.m. to 2:30 p.m. (closed Saturdays in August)
- ✓ **Any patrons feeling unwell are asked not to come.**
- ✓ **All patrons must wear face masks to enter.** This is non-negotiable. If you are unable to wear a mask, we are happy to serve your needs with our outside pickup service.
- ✓ **All patrons must adhere to the 6-foot social distancing guidelines.**
- ✓ **Hand sanitizer available upon entry. Please use it before handling library materials.**
- ✓ **All library materials must be returned to the outside book drop.**
- ✓ **No computers at this time.** When we do re-introduce computers, they will be available by appointment only for 30-minute time slots and you must be able to use them without assistance; it is not possible to social distance and instruct. The keyboard, mouse and other commonly touched surfaces will be sanitized after each use.
- ✓ **No bathroom facilities.**
- ✓ **Limited seating.**
- ✓ **No fees will be charged**, as we cannot accept money at this time.

**We thank you for your continued support and for following the rules.** We all share the goal of keeping our community safe and preventing the spread of COVID-19, so that we may return to 'normal' sooner. Please continue to monitor [our website](http://bolton.govoffice.com/library) should our situation need to change.