

Mulliken District Library COVID-19 Procedures

135 Main St Mulliken MI 48861 | (517)649-8611 | mulldistlib@gmail.com | mullikendistrictlibrary.org

- Patrons are welcome to come into the building for library use. We will offer curbside service for those who do not wish to come inside.
 - **In Person Library Use:**
 - Not more than 6 people at a time.
 - Families who wish to visit together, we *encourage* you to call ahead so we can schedule library time for you.
 - Hand sanitizer will be available at the front door and will be **REQUIRED** to use for entry.
 - Masks are **REQUIRED** to be worn when in the library.
 - Mandated by Executive Order 2020-147 by Gretchen Whitmer, Governor of Michigan.
 - We have some masks available for those who do not have one.
 - **Curbside Service:**
 - Call ahead to reserve your books and time to pick up.
 - You can view our online catalog on our website.
 - You will be prompted for a username and password. Enter your library card number for both. Feel free to contact the library for assistance, or if you are not sure what your library card number is.
 - You can view all new releases on our website at mullikendistrictlibrary.org
 - Located on the home page of the website near the bottom of the page.
- Drop boxes will remain unlocked 24/7 until further notice. We will check them at the beginning and end of every shift.
 - **ALL** returns will be put in the drop boxes and **NOT** brought in with the patron.
- Late fees for materials will be applied starting August 3rd, 2020.
- We will only have one public computer available, and the laptop will be available for in-library use **ONLY**.
 - Laptop will be used in the community room.
- Public restrooms will be available for patron use.
 - You will need to ask library staff to unlock the door.
 - Staff will wipe down after each use (door handle, sink handle, light switch, and flushing handle).
- Used book table will **NOT** be accessible in the library. We will have used books for sale outside.
- All returned library materials will be sanitized and wiped down. We implemented this procedure 9-months prior to COVID-19, and it will be continued post-pandemic.
- DVD racks will be separated for better social distancing practice.
- We **encourage** everyone to limit the materials they touch on the shelves.
- The use of MeLCat will **NOT** be available until further notice.
- Use of copy machine/printer will **REQUIRE** assistance from library staff, and will be wiped down after each use.
- Call ahead to schedule a notary service, as it is only available on Monday and Friday until further notice.