

A Letter to our Community: Moffat Library's Reopening Strategy

Libraries are essentially about community. This devastating situation has temporarily forced us all to find ways to remain together while being asked to stay apart for the general welfare. As you might imagine, we are as eager to get back to some semblance of normal as I'm sure all of you are. We hope to achieve this as quickly as is safely possible; and we trust that our Moffat Library family will come together in a spirit of cooperation to help us.



STAGE 1: The good news, as you may have already heard, is that libraries throughout the mid-Hudson region have been given the green light to begin opening back up to the public. To achieve this in an orderly fashion, and one that is safest for the staff and future visitors of the building, we are working in tandem with neighboring libraries under the direction and guidance of the Ramapo Catskill Library System who, in turn, are taking their cues from the CDC and the governor, as well as state and local health authorities. The staff is already on site preparing the building to welcome back our library users, with an eye towards ensuring that the necessary tools (sneeze guards, social distancing signage, floor decals, etc.) are in place to provide the safest possible experience for staff and patrons alike. Throughout this stage we will continue to offer an expanded assortment of remote services, as well as remote reference assistance. If you haven't already, please visit moffatlibrary.org to see the array of fantastic resources available to you from the comfort of

your own home.

STAGE 2: Once building safety preparations have been completed, we will move to the second stage. At this point, we will be accepting (via the outdoor book drop) returns of loaned materials, placing them in a seven day "quarantine" for return to their home institutions. (This seven-day period was adopted by RCLS after reviewing the latest information available; this period is subject to change pending new information from the relevant agencies.)

STAGE 3: In the third stage we will supply physical books and other materials to our patrons. Moffat cardholders will be able to place holds on Moffat Library materials - either by phone or through the online catalog - for drive-thru pick up at the library.

STAGE 4: Stage four will see the library opening its doors to a limited number of patrons at a given time. We will resume computer use by appointment, along with the essential services





(notary, faxing, photocopying, and printing) also by appointment only. At this point, holds may be placed online, by phone, or in person. The stacks will remain “closed” to the public. Patrons may continue browsing our collection remotely through the online catalog. Materials placed on hold will be obtained and delivered by staff as in stage three - through pick-up at our drive-thru window. Interlibrary loaning of materials will be expanded to include neighboring libraries.

STAGE 5: Stage five will see interlibrary loaning of materials expand further across the region, and patrons in controlled numbers will be invited to browse the stacks

again, while of course adhering to the use of library facilities safety measures to ensure the health of all.

STAGE 6: The final stage, stage six, that RCLS is calling the “new normal” will see in-house programming resume under any safety guidelines issued from the state and local health departments.

Timing between stages will be determined by our ability to guarantee the health and well-being of our staff and visitors as conditions both in the building and in the community evolve. We will keep you apprised of the calendar dates of these successive stages through our website, email, and social media platforms. Each successive stage has been designed to add on a new level of service as we safely navigate our way back to pre-Covid service levels. We hope you will join us in helping to achieve this objective and celebrate each milestone forward as we continue to serve our community, while working to keep our members both physically healthy and mentally strong.



Sincerely,

The Administration of the Moffat Library of Washingtonville
June 8, 2020