



PO Box 935 • 27550 Main Road
Cutchogue, New York 11935
PHONE 631-734-6360 FAX 631-734-7010
www.cutchoguelibrary.org

MEMO: Coronavirus (COVID-19)

To: Public

From: Director, Rosemary Winters

Date: June 1, 2020

The Library will be reopening in four phases (outlined below); these phases and their duration follow protocol of the NYS forward program. The Library will continue robust online services including programming, and other resources for the duration of these phases. The primary consideration in our Reopening Plan is to maintain the safety of Library Staff and Patrons.

Phase 1: *Starting Tuesday, June 2, 2020 (Duration TBD)*

The Library will be open to Staff only with reduced hours. Staff are available to answer patron inquiries via phone. Patrons are able to return their items in the book drop (items have not incurred fines).

Hours:

Monday: Closed for cleaning

Tuesday: 9:00am-2:00pm

Wednesday: 9:00am-2:00pm

Thursday: 9:00am-2:00pm

Friday: 9:00am-2:00pm

Saturday: 9:00am-1:00pm

Sunday: Closed

Phase 2: *Start Date TBD (Duration TBD)*

The Library will be open to Staff only with reduced hours. Curbside Services will be made available. Patrons may place holds online, or call the Library. Books, Audiobooks, DVD's and other items will be prepared for Curbside Pickup in the front of the Library. Instructions will be provided to patrons after holds are filled. Staff are available to answer patron inquiries via phone. Patrons will also be able to pick up *TAKE & MAKE* material kits for online programs.

Hours:

Monday: Closed for cleaning

Tuesday: 9:00am-6:00pm

Wednesday: 9:00am-6:00pm

Thursday: 9:00am-6:00pm

Friday: 9:00am-6:00pm

Saturday: 9:00am-1:00pm

Sunday: Closed



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Phase 3: *Start Date TBD (Duration TBD)*

Limited in building services will begin with continuation of Curbside Pickup, including *TAKE & MAKE* Kits. Current online distance services will continue. **During this Phase the Library will be open to the public in a *limited capacity with safety precautions in place (such as social distancing, face coverings, and other government mandates)*.** The Library will be open from 9:30-10:30am daily for ages 65 & up only; all other patrons are welcome after 10:30am. There will be limited patron time in the building (15 minutes) at a limited capacity. Please return all items through the Library book drop. Service appointments may be scheduled beforehand (Notary, Local History, *Passport TBD*). *Additional services may be available; more information will be posted to the Library website upon entering Phase 3.*

Hours:

- Monday:** Closed for Cleaning
- Tuesday:** 9:00am-6:00pm (Senior Hours 9:30-10:30am)
- Wednesday:** 9:00am-6:00pm (Senior Hours 9:30-10:30am)
- Thursday:** 9:00am-6:00pm (Senior Hours 9:30-10:30am)
- Friday:** 9:00am-6:00pm (Senior Hours 9:30-10:30am)
- Saturday:** 9:00am-5:00pm (Senior Hours 9:30-10:30am)
- Sunday:** Closed

Phase 4: *Start Date TBD (Duration TBD)*

Begin regular Library Operations minus programming (end of social distancing) and continuation of current online distance services. Curbside Pickup will most likely continue, including program *TAKE & MAKE* material kits. In person meeting and programming will be dictated by parameters set forth in the NYS forward program. The Library may still be closed Mondays for cleaning (TBD).

Hours:

- Monday:** 9:00am-8:00pm OR Closed for cleaning
- Tuesday:** 9:00am-8:00pm
- Wednesday:** 9:00am-8:00pm
- Thursday:** 9:00am-8:00pm
- Friday:** 9:00am-8:00pm
- Saturday:** 9:00am-5:00pm
- Sunday:** Closed



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Please continue to take this opportunity to utilize our vast online resources available through our Library website www.cutchoguelibrary.org

- E-Books & E-Audiobooks: *Overdrive & Libby*
- Video Streaming: *Kanopy*
- E-Magazines: *Flipster*
- E-Books, E-Audiobooks, Video Streaming (via TV or other device): *Hoopla*
- General online resources (Newspapers, Language Learning, etc.)

Be sure to visit www.cutchoguelibrary.org/programs to sign up for our Virtual Programs!

Also, visit www.cutchoguelibrary.org/summer-reading to register for our Summer Reading Program coming this July. Earn prizes for reading, and win raffle tickets to help support local businesses.

No late fees will be accrued on materials that are due during this period. The Library will be going *FINE-FREE* July 1, 2020!

Please refer to the Centers for Disease Control and World Health Organization guidelines and refrain from visiting the Library if you are sick.

The Library is committed to doing its part to safeguard our community. The public will continue to be informed through the Library website, Facebook and email blasts.

Please contact us for any questions or assistance during this time by calling the Library at 631-734-6360, or using our virtual “chat box” on the website.

We appreciate all of your patience and understanding during this time.