



Library on Wheels Bookmobile

The *Library on Wheels* Bookmobile is essentially a mobile “branch library” whereby services are extended to individual/organizations that may not otherwise be served. The use of the vehicle has been impacted by the Coronavirus Pandemic (COVID-19) having ceased operations as a result. This plan shall be put in place as the *Library on Wheels* resumes operations.

Safety First

All protocols set forth in the *Buffalo & Erie County Public Library COVID-19 REOPENING SAFETY PLAN* shall be in effect for the *Library on Wheels*.

In addition:

- One staff member shall remain inside the vehicle and one staff member will remain stationed at a portable table outside of the vehicle (weather permitting) once the vehicle reaches its destination;
- Doors will be marked “Entrance” and “Exit;”
 - Traffic patterns will be marked on the floor;
 - Social distancing will be marked outside of the vehicle to form a queue for entering.
- One family or individual, beyond staff will be allowed in the *Library on Wheels* at any given time;
 - To encourage fair and equitable use, visits will be limited to 5-8 minutes unless no one is waiting to enter the vehicle.

Services

Given the confined space of the vehicle and for the safety of patrons and staff, limited services will be offered including:

- Circulation of library materials;
 - Borrowing library materials;
 - Requesting library materials;
 - Return of library materials;
 - All returned materials will be quarantined per the *Handling Materials during COVID-19* procedure dated May 18, 2020 or as amended process;
- Issuance of library cards;

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- Requested library material “hold” pick up;
- Computer assistance;
 - At table located outside of vehicle (weather permitting);
- 2020 Census assistance;
 - At table located outside of vehicle (weather permitting);
- Lobby stops – pick up and drop off of materials.

Locations

The Library on Wheels shall resume visits to various locations throughout Erie County at the discretion of the *Library on Wheels* Manager and B&ECPL Administration.