



**WEST SENECA PUBLIC LIBRARY  
COVID-19 MICRO-CLUSTER  
WALK-UP AND CURBSIDE SERVICE PLAN**

The State of New York (NYS) has put in place a *Micro-Cluster Strategy* which identifies areas of NYS experiencing a concerning increase in COVID-19 spread. These areas are identified as *Micro-Cluster Focus Zones*: Red Zone, Orange Zone, or Yellow Zone.

The West Seneca Public Library has established a COVID-19 MICROCLUSTER PLAN (PLAN) for the continuation of operations. The PLAN defines the level of library services allowable in a Library located in the defined area which is placed in a *Micro-Cluster Focus Zone*.

Walk-up and curbside services will be put into practice, as practicable, at a Library which is located in an Orange or Yellow Zone based on the guidelines set forth in the West Seneca Public Library's Covid-19 Micro-Cluster Plan.

The West Seneca Public Library COVID-19 REOPENING SAFETY PLAN will continue to be enforced.

The West Seneca Public Library will cooperate with New York State, Erie County, local government officials and the Buffalo & Erie County Public Library system.

**Operations Process:**

1. Library Director will notify Library Board and staff of a change in the Micro-Cluster Focus Zone status designation by NYS and/or a change in current operations;
2. In-library public service operations may cease depending upon the Micro-Cluster Focus Zone status designation by NYS and the 7-day equalized average of new daily cases per 100,000 per the Erie County Department of Health;
  - a. Staff may report to the designated Library, or may, as determined by Library Director, be assigned to work remotely, as practicable;
  - b. Staff will print and place signage on doors that reads: "This Library has been identified as being in a *NYS Micro-Cluster Orange/Yellow Zone*. Per *NYS Micro-Cluster Strategy* and the West Seneca Public Library's *COVID-19 Micro-Cluster Plan*, this library building will remain CLOSED starting on \_\_\_\_\_. CURBSIDE SERVICE will begin at this location on \_\_\_\_\_. For more information, or to schedule a curbside pickup, please call 716-674-2928." The hours of operation will also be listed (if different from the regular hours posted on the doors).
  - c. Drop box will remain open;
  - d. Request lists will continue;

- i. Items will be pulled and shipped to any library not located in a Red Zone;
  - e. Website will be modified to reflect changes;
  - f. Media will be notified.
- 3. Library Director will determine if walk-up and/or curbside operations are feasible at the Library, and if so:
  - a. Walk-up and/or curbside service hours will be provided;
  - b. Walk-Up/Curbside Service Kit (KIT) will be prepared by the Library. The KIT will contain:
    - i. Signage: Walk-up/Curbside HOURS of OPERATION
    - ii. Signage: Walk-up/Curbside Service area and Please have your Library Card or Photo ID ready;
    - iii. Supply of paper bags;
    - iv. Walk-up/curbside instructions for patrons.

### **Walk-Up/Curbside Procedures:**

#### **Library Preparation:**

1. Library Director will secure permission from local municipality for curbside service if traffic flow on local street(s) impacted
2. Library Director will ensure necessary signage and paper bags are ready;
3. Staff will place signage at appropriate locations;
4. Library Director will schedule staff for walk-up and curbside services, materials retrieval, and processing, as well as handling returns (materials may be picked up and/or returned at both walk-up/curbside services);
5. For walk-up service, staff will designate a specific indoor location (Legion Parkway side entrance vestibule), for pickup and return of materials. Weather-permitting, walk-up service will take place outdoors at a table located near the Legion Parkway side entrance under the drive-through roof;
  - a. Place table/desk in pickup location;
  - b. Place signage accordingly.
6. Staff will accept telephone and e-mail requests for materials;
  - a. Provide open hours for walk-up and curbside services;
  - b. Set appointment with patron for walk-up and/or curbside pickup of library materials;
  - c. Prepare materials including:
    - i. Material selection/retrieval;
    - ii. Check out materials to patron's account;
    - iii. Place checked out items into paper bag;

- iv. Label bag with patron's name and date/time of anticipated pickup;
  - v. Place bag in designated area.
7. When patron arrives, staff will follow Walk-Up or Curbside Procedures (below).

### **Walk-Up Procedure:**

1. Patron arrives at designated walk-up location of the Library;
2. Patron calls Library on arrival;
3. Staff acknowledges/greets patron;
4. Patron places library card or photo ID on designated table/desk and steps away from table/desk;
5. Staff reviews identification and compares it to the information attached to bag of library materials;
6. Staff places the bag of library materials on the table/desk and steps away from table/desk;
7. Patron retrieves materials;
8. Patron may leave returned materials at this time;
9. Staff processes returned materials according to *Handing Materials During COVID-19 Procedure*;
10. Staff cleans/disinfects the table/desk in between each patron using walk-up service.

### **Curbside Procedure:**

1. Patron arrives at Library, parks in designated curbside location;
2. Patron calls Library on arrival;
3. Staff acknowledges/greets patron;
4. Staff reminds patron to:
  - a. Open the trunk of their vehicle or the window of an unoccupied seat;
  - b. Hold their library card or photo ID up to the driver-side window of the vehicle;
  - c. Wear a facial covering (mask), and
  - d. If returning items, place them in the trunk of the vehicle or an unoccupied window seat.
5. Staff reviews identification and compares it to the information attached to bag of library materials;
6. Staff places the bag of library materials in the trunk of the vehicle or on an unoccupied window seat and retrieves materials being returned, if applicable;
7. Staff confirms completion of transaction and thanks patron for using the Library;
8. Staff processes returned materials according to *Handing Materials During COVID-19 Procedure*.



**WEST SENECA PUBLIC LIBRARY  
PATRON INFORMATION - FAQs**

**Walk-up/Curbside Service in a Micro-cluster Orange or Yellow Zone**

**West Seneca Public Library Curbside Service Hours**

<b>Mondays</b>	<b>9am-8pm</b>
<b>Tuesdays</b>	<b>9am-8pm</b>
<b>Wednesdays</b>	<b>9am-5pm</b>
<b>Thursdays</b>	<b>9am-8pm</b>
<b>Fridays</b>	<b>9am-5pm</b>
<b>Saturdays</b>	<b>10am-4pm</b>
<b>Sundays</b>	<b>CLOSED</b>

**1. What materials can I borrow/pickup from a Library with walk-up/curbside service?**

- Any circulating item currently available to check out at the Library offering walkup/curbside service (for example, status is not: *Checked Out, On Hold, or Being Transferred Between Libraries*) in the online catalog.
- Requested items for which you received an “available” or “ready for pickup” notice via email or telephone.
- Requested items identified as “ready for pickup” in your [My Account](#).

Be sure to make a pickup appointment by calling the Library at 716-674-2928.

**2. Am I able to request materials from another library be sent to a Library with walk-up/curbside service?**

Yes, you may place a request on any circulating item in the B&ECPL’s online catalog <https://bepl.ent.sirsi.net> and request it be sent to the Library offering walk-up/curbside service:

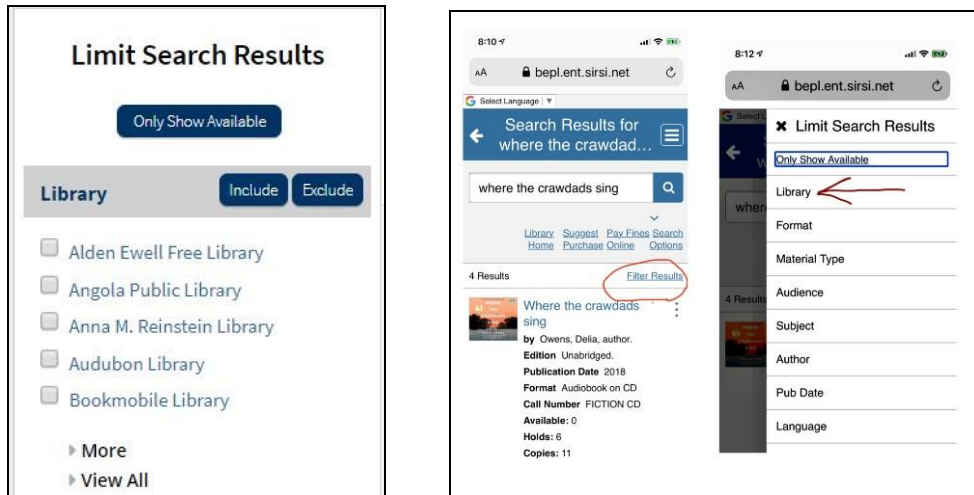
- You will receive an “available” or “ready for pickup” notice via email or telephone.

- You also able to check the status of your request in your [My Account](#).

Be sure to make a pickup appointment by calling the Library at 716-674-2928.

**3. How can I find materials to borrow from a Library with walk-up/curbside service?**

Search the Library’s online catalog at <https://bepl.ent.sirsi.net> for items you would like to pick up (see below), or call the Library at 716-674-2928 for assistance.



**4. What if I don’t know what library materials (books/CDs/DVDs) to check out? Can the library suggest materials for me to check out?**

Yes.

Please call the Library and we will put together a surprise book bag for you or members of your family. Just let us know which genre you prefer and our well-read staff will choose up to 5 items (books/CDs/DVDs) for adults and young adults and up to 10 for younger children.

**5. Do I need an appointment to pick up my materials from a Library with walkup/curbside service?**

Yes.

For circulating items currently available to check out at the Library, please call the Library at 716-674-2928 to arrange a pickup.

For items requested from other libraries, once you receive an “available” or “ready for pickup” email or phone notice, or see “ready for pickup” in your [My Account](#) please call the Library to schedule a pickup.

When scheduling a pickup, you will be asked for:

- Your library card number; and
- The make/color of your car (if applicable).

Note: Your account must be in good standing (i.e. Fines/fees \$10 or less and 15 or fewer overdue library items) to request and/or borrow materials.

## **6. What do I need to bring with me when I pick up my materials?**

- Your library card or a photo ID; and
- You must wear a facial covering (mask).

## **7. How do I pick up materials at a Library with walk-up service?**

**When you arrive at the Library for your scheduled appointment, please:**

- a. Call the Library (716-674-2928) to let us know you have arrived;
- b. Wearing a facial covering (mask), report to the walk-up service area. Weather-permitting, walk-up service will take place outdoors at a table located near the Legion Parkway side entrance under the drive-through roof. If necessary, staff will designate a specific indoor location (Legion Parkway side entrance vestibule), for pickup and return of materials.
- c. Place your library card with numbers face up or your photo ID on the table labeled Walk-up Service. Please then step back 6 feet.
- d. Staff, using social distancing and health and safety measures including but not limited to wearing masks and gloves, will view your identification and compare it to the information attached to your bag/bags of items.
- e. Staff will place the bag/bags of library materials on the table and step away from the table.
- f. Once staff steps away from the table, please step forward to retrieve your bag/bags of items.
- g. All materials in the bag/bags are already checked out. A receipt, which includes the due date of each of the materials, will be included in the bag.

## **8. How do I pick up materials at a Library with curbside service?**

**When you arrive at the Library for your scheduled appointment, please:**

- a. Park in the designated parking area (For the West Seneca Public Library, this is the Legion Parkway side driveway/pull-through area).
- b. Call the Library at 716-674-2928 to let us know you have arrived.
- c. Open your trunk or the window of an unoccupied seat.
- d. Wear a mask or face covering.
- e. Hold your library card or photo ID up to the driver-side window of the vehicle.
- f. Staff, using social distancing and health and safety measures including but not limited to wearing masks and gloves, will view your identification and compare to the information attached to your bag/bags of library materials.
- g. Staff will place the bag/bags in the trunk of your car or on an unoccupied window seat.
- h. All materials in the bag/bags have already been checked out. A receipt, which includes the due date of each of the materials will be included in the bag.

**9. Am I able to return items to a Library with walk-up/curbside service?**

Yes.

Materials may be returned at both walk-up and curbside service locations. You may return items to any open B&ECPL library drop box, including the outdoor drop box at the Legion Parkway side driveway/pull-through area.

Note: Items will remain on your account after you return them, for a quarantine period. Returned library items are being quarantined to ensure the safety of our patrons and staff. Items returned on time will not accrue any fines and fees.

**Thank you for using the West Seneca Public Library!**