

To: Sharon Public Library Patrons and Visitors  
From: Lee Ann Amend, Library Director  
Re: Covid-19 Coronavirus Protective Measures

The Sharon Public Library is adhering to all town wide regulations and guidelines as received by the office of the Town Administrator, the Centers of Disease Control and statewide public health organizations. The library is taking proper public health precautions where warranted. We have also encouraged our staff to take any signs of illness seriously and seek medical attention as needed.

The following risk reducing measures should be taken by patrons:

- If you feel sick and you want library materials, please make use of the e-materials. You may find information about this on our website at [sharonpubliclibrary.org](http://sharonpubliclibrary.org) You may also call the reference desk for help at 781-784-1578 x 1422.
- For those patrons without symptoms, you are welcome to use the library. Please practice social distancing in an effort to keep everyone healthy.
- Refrain from shaking hands.
- Wash hands frequently with soap for 20 seconds as recommended by health authorities or use a 60% alcohol-based hand sanitizer when returning home from activities you have attended at the library.
- Do not bring or send sick children to the library.
- Patrons should bring in their own headphones for use on the library computers. For those who don't have them, the library will give you a pair of disposable headphones which you can bring back for your own use.

Library cleaning measures:

- The library is being cleaned by an outside agency assigned by DPW to perform a deep cleaning. These will continue as needed and directed by DPW.
- In the meantime, the library custodian and staff will use disposable gloves to disinfect all contact surfaces every 4 hours during library open hours.
- These measures will continue until the spread of Covid-19 has abated.
- Toys that are difficult to clean have been pulled from the children's area. However, all toys may be removed to stem the spread.

Library programming:

- The library is cancelling/suspending all programming in order to contain the virus and protect patrons in accordance with the Centers for Disease Control, state public health organizations and decisions made by the Board of Library Trustees. Programming decisions for April and May will be determined by the end of March and will be posted on this website and social media. If you have any questions, please contact Library Director, Lee Ann Amend at [Lamend@ocln.org](mailto:Lamend@ocln.org).
- Popular programs may be rescheduled for a future date. If there are programs that you would like to have rescheduled please notify the appropriate department, such as Adult Services or Youth Services to let us know. We will make every effort to reschedule.

Borrowing Materials and Hold information:

- If you are unable to pick up your library holds, please contact the circulation desk.
- We can extend the hold to give you time to pick up the item. The hold can also be suspended until a future date and you will remain first in line for the item whenever you decide to reactivate the hold. The library cannot extend the time on items that do not belong to the Sharon Public Library.
- If you wish to cancel your hold, please contact the circulation desk and they will take care of it.