

03/13/2020

Dear Patrons,

The Reed City Area District Library is proud to serve our community and we value the wellbeing of our patrons, the public, and staff. We'd like to share with you the steps we're taking to protect all visitors to our library, especially those most vulnerable.

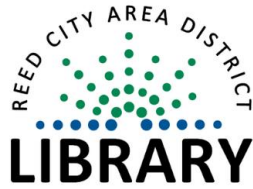
- Books and all other media returned to the library are sanitized before being returned to the shelves.
- Books and media arriving from MeLCat are sanitized as they enter the library.
- We are being extra vigilant regarding the cleanliness of our facilities by increasing the number of times surfaces are sanitized, including the door handles.
- Hand sanitizer is available at the circulation desk and computer stations.
- All library events will be cancelled as of Monday, March 16<sup>th</sup> until it is safe to resume.
- Toys, crayons, and games will be temporarily unavailable.

We encourage patrons to browse our online catalog to ensure the availability of items of interest before entering the building. Holds can be placed through our catalog and be ready for pick-up within an hour or so. If you have difficulty navigating the system to place holds, please call our staff and they'll be happy to assist.

Our catalog of online accessible items, including eBooks, ezines, and audio books will remain available and are an excellent choice for those wishing to avoid public places. If you need help setting up or using our catalog of online items, please call and we'll help you out. The library's Wi-Fi is available from the parking lot, should patrons want to use it without entering the building.

If you'd like to renew your books or other materials, please use our online catalog system or give us a call and we can do it right over the phone. Also, if the RCADL deems it necessary to close for the wellbeing of our staff and patrons, all late fees associated with the closure will be waived.

As of now, library hours will remain the same and Smithsonian events will remain open for its final day of Friday, March 13, 2020.



We will continue to evaluate the need for additional measures and implement them as necessary. We will keep you updated as the situation progresses. For additional information about COVID-19, get the latest report from the CDC at [cdc.gov](https://www.cdc.gov) or your local health department website.

If you have any questions or concerns, please contact the Library (231) 832-2131 or [board@reedcitylibrary.org](mailto:board@reedcitylibrary.org)