

TILLEY AND DISTRICT PUBLIC LIBRARY
SAFETY PROCEDURES FOR MATERIALS TRANSFER DURING PANDEMIC
MARCH 2020 – REVISED JUNE 12, 2020

The **BOOK DROP BIN** is the daily (M-F) method of receiving materials into the library during closure. The following also applies to materials returned by school staff within the building or by any other method.

- Access and empty the book drop bin, bringing materials inside to the library desk.
- Using LYSOL (or other brand) disinfecting wipes, **WIPE** each item down and allow to air dry.
WASH HANDS WITH SOAP AND WATER
- **CHECK IN** materials using the **NO FINES** option
(until we reopen, patrons will not be charged any overdue fines on materials and due dates are extended – books – 4 weeks, A/V – 2 weeks)
- Place materials into a dated box for **72 HOURS**.
WASH HANDS WITH SOAP AND WATER

- Following the **72-HOUR** quarantine, remove items from box
- Place materials for shelving on the purple cart, where they remain untouched for **THREE DAYS**.
- Place materials for other libraries on the rolling shelves in the back room in the spot for their designated library. MEDICINE HAT has its own bin.
WASH HANDS WITH SOAP AND WATER
- Before the pick-up date, pack materials into bags/bins and print a date slip to tape over the seal, indicating the date that the box was packaged and by whom.
- Using LYSOL (or other brand) disinfecting wipes, **WIPE** the **OUTSIDE** of the sealed bin.
WASH HANDS WITH SOAP AND WATER
- On the delivery/pick-up day, place outgoing bins outside the library door, **WIPE** the handles/high-touch areas using LYSOL (or other brand) disinfecting wipes – the driver will leave bins in the same location. This procedure also applies to the bins received in the SLS delivery.
Sent bins will sit in quarantine at Shortgrass offices (or destination libraries) for **72 HOURS** from the date packaged (or the delivery date, as decided by staff at SLS HQ)

OUTGOING HOLDS from our shelves will be wiped down with disinfecting wipes, air dried, and packed into destination bins. They are quarantined for **72 HOURS** upon delivery to their destination.

- pull holds from our collection and scan into transit
- Using LYSOL (or other brand) disinfecting wipes, **WIPE** each item down and allow to air dry. Place in destination bins/shelf.
WASH HANDS WITH SOAP AND WATER
- **IF THE HOLD IS FOR A TILLEY PATRON** – check the item(s) out to the patron, treat as above and then wrap it/them in a plastic bag, sealing with tape. Label and isolate the package for **THREE DAYS**.
- Following the **THREE DAY** isolation, contact patron(s) to pick up the item(s) on a designated date and time

- At the designated time, place the item(s) in the plastic bin **OUTSIDE** the library door
- Using LYSOL (or other brand) disinfecting wipes, **WIPE** the plastic bin (handles and high-touch areas) twice daily, before and after use

WASH HANDS WITH SOAP AND WATER

*use of masks and/or gloves by staff is by personal preference