**Valier Public Library Official Emergency Response Levels 2020 Coronavirus**

Current Response Level: Stage Three

In response to the rapidly evolving coronavirus (COVID-19) health crisis, we want to inform the public that Valier Public Library is enacting important health and safety measures.

The Library is implementing these Emergency Response Levels to keep the public and library staff as safe as possible.

**Stage One:**

Regular Library Services continue with additional health & safety steps implemented.

* Board of Trustees, staff and librarian are made aware of the situation, are on alert, and participate in preparation & prevention measures as directed.
* Public is informed about the risks and preventative measures being taken via web and social media.
* Management begins preparations for Stage Two and keeps all informed.

**Stage Two:**

Library Services shift to Circulation Only to limit public assembly.

* Library facilities are open under limited use.
* Programs, meetings, or prolonged use of any kind; including study, reading, and public computer use are cancelled.
* Library becomes holds pick up, checkout & return, and quick browsing only.
* Public is informed about limited access and measures being taken via web and social media.
* Management begins preparations for Stage Three and keeps all informed.

**Stage Three:**

* Library facilities are closed to the public.
* Patrons may use the online catalog to place holds on items.
* Patrons may call the library to request items.
* Patron items will be able to download items through Overdrive/Libby.
* Patrons will call the library to have items placed on the bench next to the addition door.
* Items will be checked out for 60 days.

**Stage Four:**

All Library Facilities are Closed to the public.

* On the recommendation of the Department of Health or as directed by Library Board of Trustees.
* Public is informed about library facility closures, available services, and measures being taken via web and social media.
* Management begins preparations for returning to Lower Stages as the situation changes and keeps all informed.