

PANDEMIC APPENDIX I:

PROCEDURE FOR PROCESSING BOOK RETURN DURING PANDEMIC

All items during pandemic times will be returned only through outdoor book drop.

1. Put on a pair of protective gloves.
2. Place all returned items in a plastic trash bag and label date and time of return.
3. Bag must sit for a period of 72 hours
4. When ready to process, put on protective gloves and individually wipe each item with a sanitizing wipe.
5. Let item dry. Then check into computer system and re-shelve.

Approved by Thornton Public Library Board of Trustees 3/16/2020