

Topsham Public Library Emergency Policy (adopted 5/12/20)

The Topsham Public Library's emergency policy may be enacted at the discretion of the director and/or his/her designee. This policy includes guidelines to provide the best library service possible, while recognizing public health and other emergency concerns. The following are some potential emergency measures that the director may take. *This list is not comprehensive and other items may be added as necessary.*

- 1) Limit the number of people in the library building and in specific areas.
- 2) Require staff and members of the public to wear masks or face coverings which cover mouth and nose. (Masks may be provided by the library.)
- 3) Limit items available to circulate.
- 4) Limit access to or close areas of the building to the public based on safety/health concerns.
- 5) Set time limits for patron library visits.
- 6) Require only phone, text or email contact with library staff.
- 7) Other actions deemed necessary for safety and order.

Noncompliance with any emergency measure may result in the removal of library privileges.