

# MOORE FREE LIBRARY

Continuity of Operations Plan (COOP)  
Adopted September 2020

## Philosophy

This plan is to be used in the event of an extended closure. An extended closure is one that lasts for more than a week. For short-term closures (typically due to inclement weather, road closure or loss of electricity) see the “Inclement Weather Policy.”

This plan is designed to provide library services to the community to the greatest extent possible by alternate means while minimizing risks to staff, volunteers, and patrons. If the library can be open, it will be open. If the library is to reopen after an extended closure, it will implement the existing MFL Reopening Plan (of May 2020) or a similar plan if government mandate requires different specifics. The goal of the library is to resume in-person service as quickly as is safe to do so, while allowing for alternate means of service for any patrons who do not wish to resume traditional library patron activities.

The Moore Free Library will close if the town, state, or federal government mandates it the closing in order to protect community health. This may happen if there is an outbreak of an infectious disease that has been traced to the library, or one that exists in the town, or one that is happening at a state-wide or national level. In March 2020, during the COVID-19 outbreak, libraries were deemed to be non-essential organizations and were required to close when the state issued a “Stay Safe, Stay Home” order. There may be reasons for an extended closure other than the protection of the community’s health. If that is the case, this plan may be revised to be in keeping with whatever circumstances lead to the extended closure.

## Protocols

### Circulating Materials

**If circulation of physical materials is forbidden** for public health reasons, staff will reach out to patrons and the community about digital reading/listening options. This outreach will be done via social media (FB and IG), the library email list, and press releases to the *Brattleboro Reformer* and *Windham Commons*. If the closure is expected to exceed 30 days, the library will mail a note directly to the Newfane, Brookline, Williamsville and South Newfane community (at an approximate cost of \$500) informing them of how the library will serve the community during the shut down

If the library must be closed to the public, but **health guidelines allow for the circulation** of library materials, the library director will solicit patrons to request books by phone or email (and will assist patrons who don’t know exactly what they want by making suggestions by phone and by using the “Gale Books & Authors” tool). The library staff will then either bring books directly to patrons’ cars at a pre-arranged time (or when they notify staff they are there by honking or phoning) or will leave the books in a weatherproof box on the porch with the patron’s initials.

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Receiving materials from patrons will be done by patrons depositing books in the outdoor book repository bin. The books will then stay outside for the amount of time suggested by best practices in libraries, then will be processed and sanitized using recommended practices (as of summer 2020, this is 24 hours or more outdoors, then a diluted bleach cleaning indoors, then 24 more hours before shelving).

## **Programming/Art Gallery**

Programs may have to be cancelled in keeping with health mandates. If so, staff will work with presenters to reschedule when circumstances allow.

## **Tenants/Volunteers**

All amended policies and procedures mandated by town, state or federal government will take into account the presence of MFL tenants (in the upstairs office space) and will be communicated with the tenants by the board. Staff will communicate with tenants about occupancy and protocols. Volunteers will also be expected to follow time, occupancy and distancing guidelines, which may result in the temporary suspension of their ability to volunteer.

## **Book Donations**

Book donations will not be accepted if the library is implementing a COOP plan.