

Beals Memorial Library

# Updated Library Services

Starting August 24 until further notice

Monday - Thursday 1-8pm & Friday 9am-5pm

978-297-0300 | bealslibrary.org

## Item Requests

Patrons may put items on hold through our online catalog, by email or by calling us. Inter Library Loan is available. Patrons must contact the library to make an appointment to pick up their items.

## Copies & Faxes

Patrons must contact the library to make an appointment for drop off and pick up. Payment due at drop off.

### **Prices:**

#### Copies

- Black & White: \$.10 /per side
- Color: \$.25 /per side

#### Sending a Fax

- \$1.00 per page

## Returning Items

Return all items in the library drop off box.

## Please Read:

- **ALL PATRONS MUST MAKE AN APPOINTMENT FOR COPIES, FAXES AND ITEM PICK UP!**
- **ALL PATRONS MUST WEAR A MASK!**
- Appointments are 15 minutes. If you miss your time **YOU MUST** reschedule.
- Only one patron may enter the library lobby at a time to maintain safe social distancing.
- Patrons can request curbside pick-up if so desired.
- Book Donations are accepted on Thursdays from 4-6 by appointment.

# The Beals Memorial Library's Phase 2 Re-Opening Plan

Starting Monday, March 22, 2021 until May 29, 2021

Monday - Thursday 1-8pm, Friday 9am-5pm & Saturday 9am-1pm

978-297-0300 | bealslibrary.org | bealsmemoriallibrary@gmail.com

## What You Need To Know:

- Patrons can enter the library **by appointment only**.
- **Due to capacity limits, only 4 people are allowed inside.**
- Children must be accompanied and supervised by an adult.
- We ask that you refrain from touching items; if you remove something from the shelf but do not check it out, please place it on a book truck.
- Our restrooms will not be open to the public.
- Computers will **NOT** be in use until further notice.

## How to schedule your appointment:

- Appointments are **30 minutes long**.
- Call the library or email us to schedule an appointment.

## Please note the following:

- Please return items to the book drop only.
- **Social Distancing & Masks Required**
- Hand sanitizer is available upon entry