

## LIMITED SERVICES INFORMATION

### What services are available?

Customer and staff safety is our primary goal. At our Limited Services locations, you can:

- Pick Up Items
- Return Items
- Reserve a Computer
  - A limited number of computers are available for use
  - The computer is available for **50 minutes** only
- Print | Copy | Scan | Fax
- Get Job Help (Karl Road Branch Only)

### When and where are these services offered?

The following locations offer limited services:

- **Barnett Branch** | 3434 E. Livingston Ave. (starting June 24)
- **Driving Park Branch** | 1422 E. Livingston Ave. (starting June 24)
- **Franklinton Branch** | 1061 W. Town St.
- **Karl Road Branch** | 5590 Karl Rd.
- **Linden Branch** | 2223 Cleveland Ave.
- **Main Library** | 96 S. Grant Ave.
- **Marion-Franklin Branch\*** | 2740 Lockbourne Rd. (starting June 24)
- **Martin Luther King Branch** | 1467 E. Long St.
- **Northern Lights Branch** | 4093 Cleveland Ave.
- **Parsons Branch** | 1113 Parsons Ave. (starting June 22)
- **Whitehall Branch** | 4445 E. Broad St. (starting June 22)

\*Hours for limited services at the Marion-Franklin Branch are Monday-Saturday, 11 a.m.-3 p.m., with no service Sunday.

Computer reservations can be made at the branch on a first-come, first-serve basis. Limited services are available at all locations listed above (except Marion-Franklin) Monday-Thursday 11 a.m.-7 p.m. and Friday & Saturday 11 a.m.-6 p.m. with no service on Sunday.

## Why aren't all of the computers available?

Customer and staff safety is our primary goal. To achieve the guidelines set by local, state and federal authorities, we are limiting the number of people in each building, sanitizing surfaces and maintaining safe social distance. All of our staff will wear face coverings for safety.

## Do I need to wear a mask?

While not required, we ask that you please wear a mask to protect yourself and others.

## Can I return my books and DVDs now?

You may return items through the Book Return slots 24/7 at all of our open locations beginning June 29. **NOTE:** Book Return slots will not be available at our Hilltop or South High branches, as both are undergoing renovation.

Returned items will be quarantined for a minimum of 72 hours prior to being checked in and made available to other customers. If you or a member of your household is ill, please do not return items at this time.

## Will all CML locations offer Internet computers?

We hope to offer this service at more locations in the coming weeks.

## I want to reserve a computer. How does this work?

- Please visit the branch during our open hours and look for the computer reservation sign at the door.
- Have your library card number ready and call the phone number on the sign.
- A staff person will help you set up a reservation and let you know when to return to the branch.
- A few minutes before your reservation, return to the building entrance and a staff member will let you in. Staff will check you in and walk you to your PC.
- Reservation length is 50 minutes and staff will be available to help you if needed. We are not able to allow more than 50 minutes per session at this time.
- Print/copy/scan/fax service will be available.

### **What if I just want to send a fax or make a copy?**

- Please visit the branch during our open hours and look for the computer reservation sign at the door.
- Call the phone number on the sign and a staff person will give you instructions.

### **I have holds waiting at this branch. Can I pick them up?**

Yes. Please call the number on the sign and staff will assist you. Note that only holds that were on the shelf when we closed are available at this time.

### **Can I bring my children with me? What programs will you have for them?**

Yes, you may bring your children with you and they can sit near you while you work on the computer. You are responsible for their behavior at all times. At this time we do not have programs for children or adults. We will have crayons and activity pages available for your children.