

Proposal to Begin Library Curbside Service

The Greenville Public Library proposes to begin curbside service of library materials beginning June 1, 2020, or as soon as Governor Pritzker allows, for the purpose of fulfilling our mission statement which reads, “The Greenville Public Library selects, organizes, and makes accessible to the residents of the City of Greenville and other patrons a wide variety of materials which will contribute to the dissemination of knowledge, the profitable and pleasurable use of leisure time, formal and informal educational needs, and the general enrichment of life within the financial resources available.”

Curbside would be offered with the following guidelines.

1. Curbside service would only be available to local patrons.
2. Patrons would call, email, or order through their SHARE online account.
3. Staff would set up a time for pick up during limited hours.
4. Staff would check out materials to the patron, bag the materials, and label the bag.
5. When patron arrives at the appointed pick up time, patron will call the library.
6. Wearing a mask and gloves, staff would take the appropriate bag of materials to a bench on the front lawn.
7. Staff will return to the library door and watch.
8. Patron will leave their car to pick up materials.
9. Patrons would be limited to five items per household per week.
10. Patrons will return materials in the drop box.
11. Wearing mask and gloves, staff will empty drop box daily Monday through Friday.
12. Staff will wear a mask and gloves while cleaning returned materials.
13. Returned materials will be wiped with a Lysol wipe, allowed to dry overnight, placed in a designated area, and kept in the designated area until the following Monday.
14. On Mondays, the cleaned and quarantined materials will be checked in and shelved or allowed to recirculate.
15. Curbside service would be offered during limited hours.

These guidelines are based on information from the Illinois Library Association and the regional Illinois Heartland Library System.

We believe that offering patrons the option to check out materials via the guidelines listed would be a safe and effective way to make accessible materials which will contribute to knowledge, an enjoyable use of leisure time, meet educational needs, and enrich patrons’ lives during this time.