



**Curbside
delivery begins
May 12th!**

ROACHDALE PUBLIC LIBRARY

Roachdale Public Library

100 E. Washington Street, Roachdale

765-522-1491 roachdalepl@tds.net

Appointment & Curbside Hours:

Monday - Wednesday Noon-6pm

Thursday & Friday Noon-3pm

**Computer appointments may last up to 1 hour, the last daily appointment available will be for 5pm (2pm Thurs/Fri), unless other arrangements have been made.*

We have moved to Phase 3 - which includes computer & document services. We also are continuing our curbside services for library materials. We know there are many in the community who are in need of the computers for essential services or documents to be faxed. Below outlines the ins & outs of the services:

- The Library building will remain closed to the public with the exception of appointment times for computers or faxing. Only the front area of the main floor is accessible.
- 2 computers (one on each side) will be available to the public by appointment only for business, education, or financial needs (i.e. applying for unemployment, SNAP, WIC, employment searches). Faxing will be limited to the same needs. Computer appointments are limited to 1 hour. If no appointments are scheduled, and the patron is completing essential applications, this time may be extended.
- Appointments are for one person only - patrons must be able to use the computer independently. Staff must maintain 6' social distancing when providing basic assistance with computers & will not be able to type for the patron or touch the computer keyboard or mouse.
- If the patron needs to bring another person to assist them with computer usage (or in the case of a single parent with a young child and no childcare), this needs to be disclosed when making the appointment time, which may limit the computer availability to the one appointment.
- For faxing, the patron must have everything ready to be faxed and the number clearly noted. The patron will remain in the lobby area as paperwork is faxed and a printout will be provided to show faxing results.

For everyone's safety, the staff will have face coverings on & will also be wearing gloves when handling documents and disinfecting computers after each use. We ask that patrons also wear face coverings when coming into the library for these services & use provided hand sanitizer upon entering. Both patrons and staff are asked to stay home if they have had a fever within the last 3 days or have experienced any illnesses. Computer keyboards and the mouse will have a disposable plastic cover on them, which will be removed and replaced after each use.

**To schedule an appointment, call 522-1491, e-mail Roachdalepl@tds.net, or PM us.
If you are in urgent need of services outside of these times, please contact us to
make arrangements.**