

# Building Use

## Masks

Masks covering the mouth and nose are required to enter the building. If you are unable to wear a mask, we invite you to use our curbside hours.



## Capacity

Per state regulations, we can have a maximum of 10 individuals in the building at a time (including staff).

## Social Distancing

We ask that all patrons keep a distance of 6 feet between themselves, other patrons, and staff members.



## Checking Out Materials

Please place all items barcode-side up so staff can scan them from the counter.

# Hours

Current as of 11/18/20.

**Sunday:** closed

**Monday**

**Curbside:** 10am-12pm

**Building Open:** 12pm-6pm

**Tuesday**

**Curbside:** 10am-12pm

**Building Open:** 12pm-6pm

**Wednesday:** closed

**Thursday**

**Curbside:** 10am-12pm

**Building Open:** 12pm-6pm

**Friday**

**Curbside:** 10am-12pm

**Building Open:** 12pm-4pm

**Saturday**

**Curbside:** 10am-4pm



# Contact us

**Website:** [www.henikalibrary.com](http://www.henikalibrary.com)

**Phone:** 269-792-2891

**Fax:** 269-792-0399

**Email:** [way@lcoo.org](mailto:way@lcoo.org)



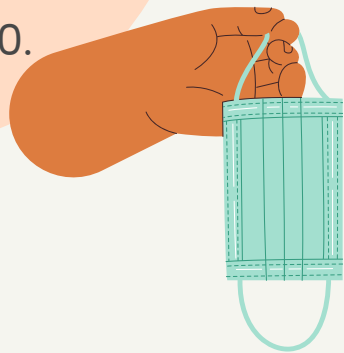
# COVID & Henika

# COVID Policies

COVID regulations and procedures are changing regularly – this guide is a helpful reference but may contain outdated information. All information is current as of November 18, 2020.

## Returning Materials

All items are quarantined for 7 days before being checked in. We do not charge late fees, so any returned items will have no charge. All other Lakeland libraries are waiving fines through the end of December 2020.



## Curbside

Staff members will set up a Curbside Pick Up Location on a table by the side door.

1. Call **269-792-2891** after arriving. If you do not have access to a cell phone, you may call from home with an estimated arrival time.
2. A staff member will check the materials out to you and place the materials on the Curbside Pick Up table.
3. You may then leave your car and pick up your items from the table.

## Available during Curbside hours:

- Check out materials
- Return materials
- Pick up monthly activity brochures
- Send & receive faxes
- WiFi access (from the parking lot)
- Printing & copies
- eBooks & eAudiobooks
- Take & Make Kits

