



# OUR COVID-19 RESURGENCE PLAN

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**BEGINNING ON NOVEMBER 30TH UNTIL JANUARY 18TH THE BUILDING  
WILL BE CLOSED TO THE PUBLIC.**

**WE WILL BE OFFERING CURBSIDE SERVICES DURING THIS TIME.**  
**ALL SERVICES ARE SUBJECT TO CHANGE.**

<b>PLACE ITEMS ON HOLD FROM HOME AND PICK UP THOSE ITEMS AT CURBSIDE.</b>	<b>PRINT THROUGH OUR ONLINE PRINTING SERVICE AND PICK UP MATERIALS AT CURBSIDE.</b>	<b>BRING MATERIALS NEEDED TO BE FAXED TO CURBSIDE AND STAFF WILL SEND THE FAXES WHILE YOU</b>
<b>BRING MATERIALS NEEDED TO BE COPIED TO CURBSIDE AND STAFF WILL MAKE THE COPIES WHILE YOU WAIT.</b>	<b>WI-FI WILL BE AVAILABLE FOR USE IN THE FRONT &amp; SIDE PARKING LOTS.</b>	<b>PARTICIPATE IN OUR ALL OUR PROGRAMS ONLINE THROUGH OUR WEBSITE, FACEBOOK, AND BEANSTACK.</b>

Due to new Illinois' Tier 3 Mitigation guidelines we, Mokena Community Public Library District, will be shifting towards touch-free services. Beginning on Monday, November 30th and ending on Monday, January 18th our building will be closed to the public and will offer curbside and remote services. This packet will detail what our curbside services offer and how to use them beginning with an explanation of how curbside pick-up will work. Please wear a mask when having a close interaction with staff.

## **CURBSIDE PICK-UP**

First you will have to call in for the service that you want. A staff member will then complete your request and call you letting you know you may come to the library to pick up your materials. \*\*Please bring your library card or know your library card number to speed up the process.

For those who will be driving, there will be seven parking lanes designated with the letters A, B, C, D, E, F, and G that you will pull into and park. Once you are parked please call in, give us your info, give us the letter of the lane that you have pulled into, and a staff member will check out your items and come out with your materials.

If you are walking here or riding a bicycle then we will have a designated walk-up area marked on the ground where you should wait. Once you are ready please call in, give us your info, let us know that you are a walk-up, and a staff member will come out with your materials.

## CHECKING OUT ITEMS

First you will have to call in to request your items. Alternatively, you may place holds in PrairieCat. A staff member will then gather all available material for you which will be ready the next morning. If there is something you wanted but it wasn't available, a staff member will put that item on hold. Once all the items have been gathered, a staff member will call you to let you know the items are ready to be picked up.

Once you arrive you will call us, give us your info, and tell us what lane you are in or if you are in a walk-up spot. The staff member will then check the items out to you and bring them to your car window. If you are a walk-up they will set the items on a table that will be set up in the curbside area.

If you have placed items on hold then we will call you when your item or items are in. You will then follow the steps above.

## PRINTING, FAXING, & MAKING COPIES

PRINTING - To print from home you will have to email your documents to one of two emails, one for black & white documents and one for color documents. The email for black & white documents is: TBS-MCPL-BW@EPRINTITSERVICE.COM . The email for color documents is: TBS-MCPL-COLOR@EPRINTITSERVICE.COM . The library will not accept USB drives or any physical media containing your files. We will only print documents through the email printing service. \*\*Please give the service at least 5 minutes to send your documents to the library's print service.

After the 5 minute period you should call the library to let them know that you have documents ready to be printed. Staff will then print your documents, let you know that you can come to pick them up, and let you know how much the fee is for the print job.

Once you arrive you will call us, give us your info, and tell us what lane you are in or if you are a walk-up. The staff member will then bring your documents either to your car window or your person if you are a walk-up. They can set the items on a table that will be set up in the curbside area, the choice is yours, and they will collect the print job fee.

FAXING - To use our faxing service come to the library, pull into a lane, or stop at our walk-up spot. Call us and tell the staff member which lane you have pulled into or that you have walked up, tell them that your are looking to fax documents, and tell them if you need a cover sheet. A staff member will then come to collect your documents from you or from a table that will be set up in the curbside area, the choice is yours.

The staff member will let you know how much the fee will be for the fax and go back inside to fax your documents. Once all the documents have been processed the staff member will return, hand you your original documents, and collect any fees.

MAKING COPIES - To make copies come to the library, pull into a lane, or stop at our walk-up spot. Call us and tell the staff member which lane you have pulled into or that you have walked up, tell them that your are looking to make copies. A staff member will then come to collect your documents from you or from a table that will be set up in the curbside area, the choice is yours.

MAKING COPIES CONTINUED - The staff member will then go back inside to make the copies. Once all the documents have been processed the staff member will return, hand you your original documents, and collect the copying fees.

#### **WI-FI**

Patrons will be able to park in either the front parking lot or the side parking lot to use our wi-fi. Our public wi-fi is called MCPLD-PUBLIC WIFI 2 and the password is 7084799663.

#### **LIBRARY PROGRAMS**

We will still be creating and offering programs such as Story Time for patrons to enjoy online. Please continue to check our website's event calendar and our Facebook page for information on upcoming programs or to participate in programs.

#### **LIBRARY INFORMATION**

LOCATION - 11327 W. 195TH STREET MOKENA IL 60448

PHONE NUMBER - 708 - 479 - 9663

CONTACT EMAIL - MCPLDSTAFF@MOKENA.LIB.IL.US

WEBSITE - WWW.MOKENALIBRARY.ORG

BLACK & WHITE PRINT EMAIL - TBS-MCPL-BW@EPRINTITSERVICE.COM

COLOR PRINT EMAIL - TBS-MCPL-COLOR@EPRINTITSERVICE.COM

WI-FI PASSWORD FOR MCPLD-PUBLIC WIFI 2 - 7084799663