

**STAGE 1:
CLOSED**



The building is closed

**STAGE 2:
STAFF REPORTING**



Staff returns to prepare for patrons

**STAGE 3:
CURBSIDE PICKUP**



Curbside pickup and drop off only

**STAGE 4:
LIMITED OPENING**



**Limited access to building
Computers only for research**

**STAGE 5:
EXPANDED OPENING**



Open with social distancing

**STAGE 6:
BUSINESS AS USUAL**



Completely open

STAGE 1: CLOSED



Due to an executive order and in order to minimize spread during a pandemic the library is closed.

STAGE 2: STAFF REPORTING



Staff will be in the building to answer phones, shelve books, update collections, clean, and prepare for the next stages of reopening.

STAGE 3: CURBSIDE PICKUP

Order materials

- through our website (www.leightonlibrary.org)
- by email (leightoncurbside@gmail.com)
- by text (616-512-1135)



Make an appointment to pick up your items.

Pull up to the curb just past the bike rack.

Pick up the bag with your name (it will be on a cart near the south entrance or just inside the entryway during bad weather). If someone is ahead of you, please wait until they retrieve their items before getting out of your vehicle. If you need assistance, please call us at 616-877-4143.

STAGE 4: LIMITED OPENING



- **Specific areas of the library are open.**
- **Masks are required for entry.**
- **Patrons must stay 6 feet away from all staff and other patrons.**
- **Computers are only available for research or searching library materials.**

STAGE 5: EXPANDED OPENING



- **Additional areas of the library are open.**
- **Social distancing rules still apply as mandated by state government.**
- **Computers are open for all public use.**
- **Limited in-person programming is allowed.**

STAGE 6: BUSINESS AS USUAL



All library services may resume without restrictions.

