



# Hutchinson Library Services Update

While the library remains closed to the public, we are offering the use of library computers for essential business. Computer times will be available Monday-Saturday by appointment only. **\*\* To follow safety measures, these appointment times have been specifically mapped out by library staff.**

## Computer Usage Guidelines and Rules:

- Scheduled appointments are necessary. **No walk-ins** will be allowed.
- Appointments are limited to the computer area only.
- Patrons are asked to wear a face mask while in the building.
- Please observe 6 feet social distancing requirements at all times.
- Please stay home if you are feeling ill during this time. If someone in your household is sick, please **DO NOT** schedule an appointment.

## Step 1: Call Us to Schedule an Appointment

- Call us at 320-587-2368 to schedule a time to use the computer.
- You **MUST** be age 13 or older to schedule an appointment.
- A **maximum** of 2 people per appointment will be allowed in.
- Please wear a mask to protect yourself and the library staff.
- A limited number of computer terminals will be available to the public. Please call the library for a current schedule.

## Step 2: Show Up at Your Scheduled Time and Call the Library

- Appointment time is limited to a **maximum of 1 hour** per day.
- Please call 320-587-2368 when you arrive. Library staff will let you in.
- Limited technology help will be available as staff will be maintaining social distancing at all times. Computer users should have sufficient knowledge to complete their tasks with minimal assistance.
- Please limit your computer usage to essential business.

*Remember, if you have your own device you are able to use our WiFi 24/7 in our parking lot or in front of our building.*