

Phases of Reopening



**HOWARD COUNTY
LIBRARY SYSTEM**
Public Education for All



- All staff work remotely.
- Due dates and holds extended. Fines waived.
- Digital library card launched.
- Resources shift to expand access to eContent (e.g., eBooks, eAudiobooks, movies, online classes).
- HCLS instructors begin teaching virtual classes and activities for children, teens, and adults.
- AskHCLS expanded to provide assistance via phone, chat, and email (5 days/week).

**PHASE
1**



- HCLS branches and offices closed.



NEW TO PHASE 2:

- Draft and release reopening playbook.
- Procure PPE for staff.
- Conduct site visits to branches to plan social distancing protocols and plan for reopening.

**PHASE
2**



NEW TO PHASE 3:

- **June 18:** Some staff return to branches; teleworking continues.
- **June 29:** Book drops reopen.
- **June 29:** Contactless pick-up begins Monday through Saturday (10 am - 6 pm) at all six branches.
- Staff follow Centers for Disease Control and industry recommendations to safely receive and quarantine returned materials.

**PHASE
3**



NEW TO PHASE 4:

Phase progression depends on current health and safety guidelines.

- Library branches re-open to the public with adapted schedules and modifications to physical spaces.
- [Physical distancing protocols in place.](#)
- Limited number public computers and printers available.
- [Passport services resume at East Columbia and Glenwood Branches.](#)
- Staff refine and implement procedures for lending physical library items.

PHASE
4



- [No in-person classes or activities.](#)
- No large gatherings or events.
- [Volunteers not allowed in library branches and offices.](#)
- Book donations not accepted.



NEW TO PHASE 5:

Phase progression depends on current health and safety guidelines.

- HCLS branches reopen fully.
- [Full access to physical materials.](#)
- In-person classes and activities resume in accordance with current health and safety guidance.
- [Virtual classes for children, teens, and adults continue.](#)
- Additional staff return to branches on rotating basis. Teleworking continues, where possible.
- [Volunteers may return to branches.](#)
- All public computers and printers available.
- [Interlibrary loan resumes.](#)
- Satellite collections resume.
- [Book donations accepted.](#)
- Meeting rooms reopen to community groups, some restrictions may apply.

PHASE
5