

Altoona Area Public Library

Procedure for Scheduling Book Browsing Appointments

Patrons may call the library to schedule appointments to browse the materials collection one time per day, beginning Monday, June 8, 2020, pending availability of time slots.

Patrons must follow the guidelines below:

- All patrons should wear a face covering for the duration of their appointment time, unless they have a medical condition that prevents them from doing so.
- Patrons should follow social distancing protocol for the duration of their appointment time.
- Appointments can be made by calling 946-0417 ext 125.
 - Please have your name and library card number on hand when you call.
 - Arrangements will need to be made to pay any outstanding fines prior to your appointment.
- Appointments are first come first served.
- Families with young children may make appointments to browse the Youth Room collection, however the Family Place Play Area is closed.
- Only patrons with appointments will be permitted to enter the building. ** Please let the staff know if you require any accommodation.
- Children under the age of 16 making appointments will need to be accompanied by an adult. ** Please let the staff know if you require any accommodation.
- Ten minutes prior to their appointment time, patrons should come to the main entrance on 5th Avenue. ** Please inform the staff taking your appointment if you need to use the handicapped entrance on the 17th Street side of the building.
- Patrons should place any items for return in the book drop prior to entering the building. Returns will not be accepted at the circulation desk.
- Time slots will be assigned in 30-minute increments. No extensions of time will be permitted.
- Patrons are encouraged to only handle materials they wish to check out.
- Patrons may leave the building prior to the ending of their time slot, however re-entry is not permitted.
- All patrons must exit the building when prompted to do so by staff.
- Staff are unable to offer any personal assistance.

Please do not schedule appointments if you are experiencing any symptoms of illness.