

Altoona Area Public Library

Procedure for Scheduling Computer Appointments

Patrons may call the library to schedule appointments to use the public access computers one time per day, beginning Monday, June 8, 2020, pending availability of time slots. The public computers have been arranged in order to follow the social distancing guidelines. The keyboards and mice will be sanitized between appointments.

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.
- 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.
- 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.
- Time slots will be assigned in 1-hour 45 minute increments. No extensions of time will be permitted.
- Patrons must remain at their computer station.
- Patrons may leave the building prior to the ending of their time slot, however re-entry is not permitted.
- Patrons will be prompted to finish up their work 15 minutes prior to the end of their time slot.
- All computer patrons must exit the building when prompted to do so by staff.
- Staff are unable to offer any personal assistance on the computers.

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