

## Computers by Appointment Procedures

In the next phase of re-opening services to the public, the Cape May County Library will be providing computer, fax, scanner, and copier use by appointment. Below are the procedures for patrons to make appointments and what to expect while using this service.

As of 9/14/20 this service is available at all locations during the following days/ hours:

**Court House:** Mon 4-8pm; Tues 9:30am-2pm; Thurs 4-8pm; Sat 1-4pm  
**Cape May City:** Tues 4-7pm; Wed 2-4pm; Thurs 10am-12pm; Sat 1-4pm  
**Lower Cape:** Mon 4-7pm; Wed 2-4pm; Thurs 10am-2pm; Sat 1-4pm  
**Sea Isle City:** Mon 2-4pm; Tues 10am-1pm; Wed 4-7pm; Sat 1-4pm  
**Stone Harbor:** Mon 4-7pm; Tues 10am-1pm; Thurs 2-4pm; Sat 1-4pm  
**Upper:** Tues 2-4pm; Wed 10am-1pm; Thurs 3-6pm; Sat 1-4pm  
**Wildwood Crest:** Mon 10am-1pm; Wed 4-7pm; Thurs 2-4pm; Sat 1-4pm  
**Woodbine:** Mon 2-4pm; Tues 3-6pm; Thurs 10am-1pm; Sat 1-4pm

- Service
  - Patrons can make an appointment same day or up to 5 days in advance to use a computer, copier, scanner, or fax.
  - Patrons will be limited to 1 hour for the computer and 15 minutes for copier, scanner, or fax.
  - Patrons will be limited to one appointment per day.
  - Time cannot be extended for appointments. The library is limiting both capacity and length of stay in the building for the health and safety of patrons and staff.
- Health & Safety
  - Staff and patrons must wear masks and maintain appropriate social distance at all times while in the building.
  - Patrons will have their temperatures taken at the entrance. Any patron with a temperature over 100.4 degrees will not be allowed to enter the building.
  - Workstations, including keyboards, mice, and table surfaces, will be wiped down between each patron use.
- Making an appointment
  - Patrons will call the location they want to visit to use a computer or equipment.
  - Staff will find a date/ time that works for the patron and make the appointment.
  - Availability is limited and varies based on the location and equipment available.
  - Patrons will provide their name and library card number. If the patron does not have a library card number, please let staff know to make a note in the appointment.
- During the appointment
  - Patrons will call when they arrive for their appointment.
  - Staff will confirm patron's name and library card number (if applicable).
  - Staff will first direct the patron to the automated temperature scanner, then lead them to and/or point out the computer or equipment reserved for their appointment.

- Staff are unable to provide traditional computer help during appointments. Staff and patrons must maintain appropriate social distance of a minimum of six feet. Staff cannot guarantee that they will be able to help with technical issues.
- Patrons are expected to stay at their computer/ fax/ copier station and exit the library once their time/ usage is complete.
- **Printing**
  - Patrons can print up to 20 pages per appointment with no charge.
  - Patrons must wait until they are finished using the computer to pick up prints.