

PATTERSON LIBRARY AND ART GALLERY 40 South Portage Street Westfield, New York 14787 / Ph. (716)326-2154

September 10, 2020

Dear Westfield Families,

I would like to take this opportunity to update you about our Fall plans for the library, as we continue to traverse the path COVID-19 has laid out for all of us. We will continue to bring you a robust offering of virtual programming through our YouTube channel, social media accounts, and website. We are planning to have several virtual programs with take away bags from the library, in order to follow along, and enjoy some goodies from us to you.

Our collection continues to grow, both physically and digitally through our OverDrive collection of e-books, e-magazines, and audio books for all ages, levels, and interests. Our protocols in the library remain firm, in order to protect our community, and neighbors, and keep your library team healthy, so that we may continue to serve all of you, daily. We are open Monday – Friday, 10 AM – 6 PM for grab-and-go service, curbside service, and one-hour appointments for computer use in the reference room, as well as utilizing the all in one copier/fax, and having documents notarized. We will not be processing passports at this time.

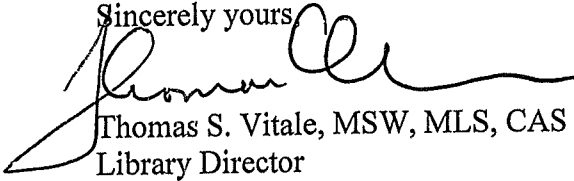
As school will begin shortly, we have decided to begin making computers available in the youth area. Two desktop units in the children's area and the teen center computer will be available for one-hour sign ups. After the one hour, youth staff will use their discretion to extend time, if there is not another child waiting to use said computer. I am lifting the age restriction for the youth area – as of 9/1/2020, any child eight and above may be alone, with parental permission slips signed and on file, providing an emergency contact (permission slips will be filled out for any child under fourteen).

Furthermore, we will have four to six socially distanced tables made available by appointment during our open hours for remote learning by students in the Westfield school district. Students may reserve the table for the entire school day to complete remote learning assignments. My team will monitor these students sporadically, to ensure they are working on schoolwork. The gallery will solely be for student use at this time. All children using the gallery or youth area will need to comply with our protocols, which include properly wearing a mask and nitrile gloves, both of which will be provided by the library.

We want to assure the community that we are committed to collaborating with WACS and all of our parents, students, and teachers in order to provide a safe, educational environment, as we continue to face the unknown, together. We also have many new home schooling reference materials that have recently been ordered for you to check out, and we are starting a parental guidance collection for adult use in the youth area.

Thank you all for your continued support of the Patterson Library, as we work to give you the best library experience possible during these unprecedented times. I wish all of you health and safety in the coming weeks and months, and please know that my door is always open to you, and I am always available via telephone or email at director@pattersonlib.org.

Sincerely yours



Thomas S. Vitale, MSW, MLS, CAS
Library Director

Patterson Library Youth Permission Slip

PERMISSION SLIP & EMERGENCY CONTACT FORM

Please complete this form for your child (8 years old to 13 years old) in order for them to be in the library's youth area on their own. Library staff are not responsible for the supervision of your child(ren), nor the materials they select to check out. It is your responsibility as a parent or guardian to both supervise your child(ren) and be the arbiter of their selections. Library staff will ask your child(ren) to leave if they do not follow the rules and protocols in place governing library behavior. You also attest that you will be available, as the emergency contact, primary or secondary, to pick up your child(ren) if there is any issue. This form also releases the library from any liability associated with COVID-19, any other illness or injury your child may incur while on library premises.

I understand during COVID-19 my child is required to properly wear both a mask and nitrile gloves, while in the library browsing for materials, using library computers, or using the gallery for remote learning on their own laptop from the school.

Permission is granted for:

_____ (Name of Minor) PLEASE PRINT

to be in the Patterson Library, with all conditions met as stated above.

Parent or Guardian Signature

Date

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____

Address: _____

Phone #: _____

Emergency Phone #: _____

Please provide the information requested below, as it may be needed in case of an emergency. This information does not modify the information on the emergency card.

Child's Date of Birth: _____

Allergies: _____

Conditions requiring special consideration (medical/physical): _____

Does your child require: **Epipen** Yes No (B) **Inhaler** Yes No

Primary contact name _____

Relationship to child: _____

Phone #: _____

Work Phone #: _____

Cell Phone/Pager #: _____

Secondary contact name _____

Relationship to child: _____

Phone #: _____

Work Phone #: _____

Cell Phone/Pager #: _____

