A limited number of computers will be available. A dedicated ‘family computer’ will be available on a limited basis for a maximum of 1 adult and 1 child at any time. To use our computers, you must book an appointment in advance. See appointments section in this leaflet for details. You can only book 1 session per day and all sessions will be for a maximum of 45 minutes.

If you need computer assistance at any point during your visit, a member of staff can be contacted via the internal phone.

We will provide sanitising wipes. **You must wipe down the keyboard, mouse, telephone and table surface before and after use.**

**COMMENTS**

If you have any comments, please email them to us at: library_services@sandwell.gov.uk

**BOOK RETURNS**

You can return your books into dropboxes outside of the following open libraries:

- **Central, West Bromwich**
  Monday to Saturday, 10am - 4pm
- **Wednesbury Library**
  Monday, Wednesday and Saturday 10am - 4pm
- **Glebefields Library**
  Tuesday, Thursday and Friday 10am - 4pm

**COMPUTERS**

**NHS TEST AND TRACE**

All libraries have been asked to collect this information to assist with the control of Covid-19. The date of your visit and your arrival time will be recorded. We will keep this data for 21 days. **If you have downloaded the NHS COVID-19 app please scan the QR poster on arrival.**

**CONTACT**

- Glebefields Library: 0121 569 4928
- Wednesbury Library: 0121 569 4945
- Central, West Bromwich: 0121 569 4900.

- library_service@sandwell.gov.uk
- sandwell.gov.uk/librariesonline
- facebook.com/sandwelllibraries
- twitter.com/sandwelllibs

**HERE’S EVERYTHING YOU NEED TO KNOW**

Sandwell Libraries & Archives

www.sandwell.gov.uk/librariesonline

**MEETING SPACE**

We are currently unable to offer meeting space in libraries. We will contact partners and leaders of community groups directly with updates.
The following libraries are now open: Central - West Bromwich, Wednesbury and Glebefields.

Visits to the library are by appointment only. To book a computer or reserve books, please call the following numbers:

Glebefields Library: 0121 569 4928
Wednesbury Library: 0121 569 4945
Central Library, West Bromwich: 0121 569 4900.

Please have your library card number ready. If you have any special access requirements, please let us know when you book.

You will need to bring your library card along with you when visiting. If you have lost your card, call Central, Glebefields or Wednesbury Library.

As we gradually reopen there will be some changes to services on offer and the library will look a little different.

For your safety you must:

- Wear a face covering
- Use the hand sanitiser provided on entry and exit from the library
- Follow guidance and signage instructions displayed in the building
- Observe social distancing guidelines - keep 2 meters apart from others
- Visit alone where possible, unless you are accompanying a child or need special assistance
- Children aged 12 and under must be accompanied by a parent or carer.
- Use the bins provided to dispose of items

APPOINTMENTS ONLY

There will be no book browsing. We offer an order and collect service for books. You can order items online by logging into your account and placing a reservation on our catalogue at sandwell.gov.uk/librariesonline.

Please ensure you select either Central, Wednesbury or Glebefields Library as the collection point.

You can also call the relevant numbers listed in the section 'Appointments Only' to order items. A member of our staff will contact you when your items are ready to collect. We will keep items for 2 weeks.

If you're not sure what books you'd like to read, you can ask a member of staff to prepare a 'Grab and Go' bag and library staff will select items for you. We will contact you when your items are ready to collect.

Remember, you can renew items online via our website sandwell.gov.uk/librariesonline.