

PLAINFIELD PUBLIC LIBRARY

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FOR IMMEDIATE RELEASE

Business Center Opening August 26, 2020!

The Plainfield Public Library is working our way back to normal with a new offering to complement our existing Curbside Service and comprehensive virtual offerings. The Library's new **Business Center** will give the public additional access to a range of critical information and technology services.

The Library's Business Center will provide **LIMITED** in-person services for computer use, copying, faxing, scanning, and printing from 10AM-2PM and 2PM-4PM, Monday through Friday, by appointment only.

Use of the copier, scanner, and fax-machine is also available on a walk-in basis for 15 minutes at a time on a first-come, first-served basis. If the equipment is in use, patrons will wait outside the building until the equipment is available. Only one person is allowed to use the equipment at a time.

In-person services are SELF-SERVICE ONLY. Staff will not be able to provide hands-on assistance. Computer assistance will be VERY LIMITED and via remote methods only at this time.

- **Computer Use:** Two (2) stations are available for a maximum of 45-minutes. One session per person, per day.
- **Copying:** \$0.10/pp for B&W, \$0.30/pp for Color. The copier accepts coins and small bills (\$1 & \$5).
- **Faxing:** Normal Fax Rates apply. Debit/Credit only, pre-paid cards are not available for purchase.
- **Printing:** FREE (10 pages per person per day, B&W and color).\
- **Scanning:** FREE (copyright rules must be obeyed).

Patrons and staff must wear masks at all times while in the Library Building. Individuals that refuse to wear a mask will not be allowed in the building and patrons will be asked to leave if they do not wear their mask appropriately while in the building.

The public restrooms are **NOT AVAILABLE** at this time.

More details, including any updated information, will be available at www.plainfieldlibrary.info/Services/BusinessCenter.html. For more information, please contact (908) 757-1111 ext. 113 or email ref@plfdpl.info.

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www.plainfieldlibrary.info