

HOLDS PICKUP STARTING JUNE 29 – Please read the following carefully.

HOW:

Request/place your items on hold through our online catalog like you would normally do. DVD movies are not requestable. **We will call you when your items have been pulled to schedule a one hour window for pickup. During this phone call, we will ask who is picking the items up, and that person MUST show a photo ID during pickup time.**

You **MUST** have a time scheduled for pickup. We are unable to accept “walk-up” or unplanned pickups.

WHEN:

Your **scheduled** one hour window for pickup can be during the following hours:

Mondays- 11AM-4PM

Wednesdays- 2PM-7PM

Fridays- 11AM-4PM

WHERE:

You may pick up your held items during your **scheduled** time in our lobby. Please be courteous and maintain a 6 ft. distance from any other patrons in our lobby. *Wearing a face mask is strongly recommended.*

IS THE LIBRARY OPEN?

During this time, we are unable to allow patrons inside the library to browse, pay fines, or make donations. Patron access is limited to the lobby only to pick up their held items during their **scheduled** time slot. Public restrooms and drinking fountains will be out of service. If you have a question regarding your account, please call the Library.

WHAT ABOUT RETURNS?

Our bookdrops (located on the parking lot side of the building) are open for returns. *Please do not hand returns to a staff member.*