

## **Masonville Branch Library Curbside Pickup Guide for Patrons:**

Hours for pickup:

Tuesdays: 3:45 pm - 6:30 pm

Wednesdays: 3:45 pm - 6:30 pm

Fridays: 1:15 pm - 4:30 pm

Saturdays: 10:15 am - 1:30 pm

Please make sure to wear a mask during the Curbside Pickup process.

Each patron is limited to 10 items for curbside pickup..

Step 1: Place your holds either via the online catalog or by calling the library. If you call the library, we will need your library barcode to process the hold. We are limiting pickup to 10 items.

Step 2: Once the holds are available for pickup, a staff member will call you and schedule a time for you to pick up your holds. We will schedule up to 3 patrons during each 15-minute block.

- You **MUST** be at the library within that 15-minute window or you will need to reschedule.
- If you have items to return, you **MUST** return them in the book drop.
- Items will be checked out before you arrive. You must have your library card or driver's license when you arrive.

Step 3: Pull into the library parking lot and put any return items in the Book Drop on the porch.

Step 4: A staff member will be waiting by the door for you to arrive. Please hold your ID or Library Card so that the staff member can check it so that you receive the correct bag.

Step 5: Once your ID is verified, please move off of the porch. The staff member will place your bag on the porch. Please wait for them to go back inside, and then retrieve your bag of library materials.

Please remember that all returned items will be quarantined for 7 days and will remain on your card during that time. You will not be charged any late fees during that 7-day time period.

If you have any questions regarding curbside pickup, please call the library at 607-265-3330.