



WPL Curbside Service

FOR CONFIRMED HOLDS ONLY!!!

Beginning Monday, **July 6**, the Washington Public Library will offer curbside pickup of library materials to WPL cardholders in

good standing. The instructions below are to ensure not only a smooth process but the safety of our patrons and employees. Face coverings should be worn throughout the process and social distancing guidelines followed.



Limited Curbside Hours by Appointment

Curbside pickup hours will be available by appointment only: **Mondays and Thursdays from 2 PM – 7 PM, Tuesdays and Wednesdays, 10 AM - 3 PM** except during Borough holidays. Last pick-up is **15 minutes** before close each day.

Drive, bike or walk to use our curbside service!!!

We are unable to accommodate **unscheduled** pickups at this time.

How to Request Materials

*Only **requested** items can be picked up **curbside**. Library staff will prepare items daily for pick up.*



NOTE: *At this time, only items owned by WPL can be requested by our WPL cardholders in good standing. We apologize for the inconvenience, but the statewide delivery service (Interlibrary loan) has been temporarily suspended until the Fall.*

- All library materials currently available on our shelves are eligible for pickup.
- Limit **5** items (a combination of various formats) per pickup/cardholder, and 1 pickup per day.
- WPL cardholders may place requests using the Online Catalog, and logging in to [My Account](#) found on the library's website www.washboropl.org. You can also [email](#) us your **Request** at library@washboropl.org or call in your request at **908-689-0201**. **Please provide your library card number for email or phone requests.**
- Not sure what you want? Call and we will help.
- We will **notify** you when your hold is ready via phone, text or email and arrange for a **pickup date and time**.
- It may take up to 24 hours for us to get your items ready.
- Items will be held for **3 days**. After **3 business days**, items selected for curbside that have not been picked up will be checked in and re-shelved, and a **\$1.00** surcharge will be charged against your **account**.

**** NOTE:** In preparation, please note that we will only be able to fulfill your order if your library account is in good standing with fines/fees less than \$5 (you may make a payment by **mailing a check to Washington Public Library OR placing your fine amount into a sealed envelope with your name on it, and dropping it in the front drop box to bring your account into good standing. You may contact the library for assistance at 908-689-0201).**

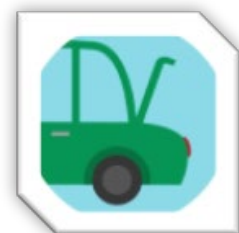
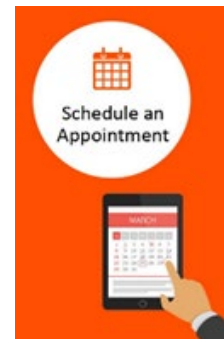
Pickup Instruction



NOTE: If you have a fever or are not feeling well, please do not come to the library to pick up your holds. Contact us to let us know you cannot make your pickup.

****Your account must be up to date!
Fines cannot be paid curbside!!! See NOTE above****

- Pickup will be in the Library's parking lot (behind the building) off Lincoln Avenue by the handicapped area.
- Before you leave home, please call the library at **908-689-0201** to make an **appointment** for pickup. You will be asked for your library card information.
- Don't forget to bring your **cell phone, library card, and photo ID** prior to pick-up. *If you do not have a cell phone*, other arrangements can be made prior to pick-up.
- When you arrive at the library parking lot, remain in your vehicle, call **908-689-0201** to let us know you are here, and tell staff your name, library card number and vehicle description to assist in the delivery of your items. If you do not have a cell phone to call us from outside the building, please use the buzzer at the library's back door which is on the right side on the building.
- Please **let us know if you** will be picking up the items yourself or if you are designating **someone** else to pick up materials for you. (**Photo ID is required of the person responsible for picking up your items**)
- Your items will be checked out, placed in plastic bags with the due date receipts, and brought to your vehicle while maintaining a physical distance of 6 feet.
- You will be asked by staff to verify your identity.
- **Pop your trunk.** Your items will be placed in the trunk. For those not arriving by car materials may be placed near the bike rack at the rear entrance.
- To ensure the safety of our staff and community, face coverings should be worn throughout the process. **There will be no person-to-person contact.**
- Enjoy your reading, watching, listening and loving of WPL items!



Returning Items

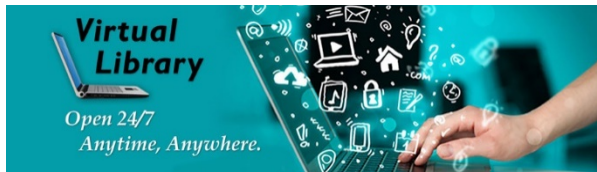
According to CDC Guidelines and multiple studies about the viability of the Novel Coronavirus on surfaces, time is the best disinfectant. Therefore, all materials returned to us by other borrowers are **being quarantined for a period of 72 hours** before being checked in. Because

of this, you will continue to see items you have borrowed show up on your account for **3 days** after you have returned them. No fines will be charged for those 3 days.

- Book drop is open **24/7**.
- If you have items to be returned, **do not hand them to staff**. Please place them in our built-in “Wall” book drop at the front entrance off Carlton Avenue.
- Items must be returned **on or before** their **due date** in the book drop.
- The library is **NOT** accepting any donations during this time.



Resources Patrons Can Use While the Library Is Closed



The library provides a wide array of digital offerings, including e-books, e-audiobooks, and other resources through the library's **website**.

Wi-Fi

Free **Wi-Fi** is available in the library's parking lot **24 hours** a day! No **password** needed.



Tax Forms



Contact the library regarding the pick-up of specific tax forms and instruction booklets. Curbside pickup can be arranged for this service.

NOTE: THE LIBRARY RESERVES THE RIGHT TO CANCEL OR LIMIT CURBSIDE PICKUP DUE TO INCLEMENT WEATHER OR LIMITED STAFFING. ALL CURBSIDE WILL BE CANCELED IN THE EVENT OF RAIN.