



## Holds Pickup & Specialty Items Return at all libraries

Monday – Thursday	9:00 am – 8:00 pm
Friday	9:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	1:00 pm – 5:00 pm

### Placing Holds

- Search the [library catalog](#) and place items on hold. [Learn how to place holds](#)
- Wait for notification that holds are ready for pickup (email or phone notification)

### Inside Pickup

- Retrieve items from the designated “Holds” area and checkout using the self-check machines
- Everyone is required to wear a mask over their nose and mouth when using the library

### Porch side Pickup

- Drive to the library you designated for pickup
- Call the library’s main number and notify staff you are outside – only call when you have arrived (if you do not have a cell phone, please ring the bell at the front)
- Provide your library card number or driver’s license number
- Up to 20 items will be retrieved from the hold shelf for you
- Staff will check out items currently on hold and place in the designated area just outside the library entrance, marked with your name
- Please wait until items have been placed in the designated area to approach for pickup and assist in maintaining social distancing protocol

### Specialty Item Return (STEAM Kits, Backpacks, Interlibrary Loans)

- Drive to any library for drop-off
- Call the library’s main number and notify staff you are returning a kit, backpack or interlibrary loan item to the front porch – only call when you have arrived
- Library staff will retrieve the item(s) after you have put them in the designated area
- Staff will check in items following the 72 hour quarantine and will call if there are any missing items

Revised 10/1/2020



**Davis Library**  
7501-B Independence Pkwy  
972-208-8000

**Haggard Library**  
2501 Coit Road  
972-769-4250

**Harrington Library**  
1501 18th Street  
972-941-7175

**Parr Library**  
6200 Windhaven Pkwy  
972-769-4300

**Schimelpfenig Library**  
5024 Custer Road  
972-769-4200