



Holds Pickup & Specialty Items Return Porch side at all libraries

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:30 p.m.
Saturday	10:00 a.m. – 5:30 p.m.
Sunday	1:00 p.m. – 4:30 p.m.

Holds Pickup

1. Place items on hold online as you would normally in the [library catalog](#). Please note holds may take longer than normal due to reduced staffing in the libraries
2. Wait for notification that holds are ready for pickup (normal email or phone notification)
3. Please consider bringing a bag or other means to carry items to your car if you have multiple holds
4. Drive to the library you designated for pickup
5. 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 call from home and give us your estimated time of arrival
6. Provide your library card number or driver's license number
7. Up to 20 items will be retrieved from the hold shelf for you
8. Staff will check out items currently on hold and place in the designated area just outside the library entrance, marked with your name
9. Please wait until items have been placed in the designated area to approach for pickup and assist in maintaining social distancing protocol
10. The following are not offered as part of holds pickup:
 - Accepting materials donations
 - Applying for a library card
 - Renewing items (please call or renew online)
 - Retrieving items not already on hold
 - Placing Interlibrary loan requests
 - Returning regular items (use the book drop on the west side of each library)

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

1. Drive to any library for drop-off
2. 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
3. Library staff will retrieve the item(s) after you have put them in the designated area
4. Staff will check in items following the 72 hour quarantine and will call if there are any missing items

Revised 6/1/2020



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