Grab and Go –
Appointment Instructions

*Mask Required*

Overview

- Reserve a Grab and Go appointment to:
  - Browse materials and use self-checkout
  - Copy/fax (without computer access)
  - Shop Friends lobby sales
- A Plano Public Library card is required. Apply here if you do not have a card. Schedule your appointment after you receive your card number
- Reservations are for a 1 hour visit (limited to one visit per day)
- Reservations may be scheduled up to two days in advance
- Please limit the number of people in your group. Each member of your group must have a reservation
- Grab and Go service does not include computer access
- Any outstanding fees on your account may be paid via credit card using self-checkout
- Wearing a mask is required when in the library

Scheduling an Appointment

- Read the instructions below before clicking on the Reservation Link
- Click on “Search Slider” in the upper left
- Select the library you wish to visit under Locations
- Select “Grab & Go Library Visit” under Event Type
- Click on your desired date/time in the calendar
- Read the Event Description and agree to Pre-Requisites
- Complete the registration form

Checking In

- A staff member will meet you at the library entrance when you arrive for your appointment
- Wear a mask at all times in the library
- Social distance while in the library
- Keep children in your party near you
- Bring your library card or card number with PIN (last four digits of your phone number)
  - Please call ahead if you do not have your library card number. You will need it to use self-checkout
- If you do not feel well on your appointment day, please re-schedule your visit for another day or utilize our porch pick up service

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