



**Plano  
Public  
Library**

*A Service of the City of Plano*

# 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**

*Revised 9/8//2020*



**Plano  
Public  
Library**

*A Service of the City of Plano*  
**PLANOLIBRARY.ORG**

**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