

SINCLAIRVILLE FREE LIBRARY

EXCITING NEWS! WE ARE OPENING FOR CURBSIDE PICKUP ON JUNE 3RD!

HOW THIS WORKS: You let us know by phone or email what items you wish to reserve. We gather them for you and notify you of your appointment time to come to the library to get them. When you arrive, you park in the front lot. We will come out masked and gloved carrying your materials in a bag. We will open your passenger side rear door and place the bag on the seat. Walkers wearing masks will be met at the front entrance.

INSTRUCTIONS FOR ORDERING:

You may only order materials available in our library building, as there is no interloan library service between libraries at this time. You can start ordering now by calling us at 962-5885 (staff will be available on Mondays 2 to 7 PM, Wednesdays 9 AM to 3 PM, Thursdays 2 to 7 PM and Fridays 10 AM to 4 PM to take calls) or by email info@sinclairvillelibrary.org.

Patrons are encouraged to look for desired materials in on-line catalog

Visit <https://catalog.sinclairvillelibrary.org> to check for availability in our library. You will need to click on the title and scroll down to find out if our library has an available copy. You will not be able to place holds on-line. Patrons are not permitted inside the library to browse the collections at this time. We will advertise new and high-interest titles on our website <https://www.sinclairvillelibrary.org>. We are also available to provide reader advisory upon request.

INSTRUCTIONS FOR PICKUP OF RESERVED ITEMS:

Library staff will contact you by phone or email when your reserved titles are ready for pickup

Currently, pickup times are available on Mondays from 2 to 7 PM and Wednesdays from 9 AM to 3 PM. When you arrive to pick up your items, we may ask for identification if we don't recognize you. If you want to pick up books for other patrons, we will need their written permission if it has not been provided previously. If possible, please call or text when you arrive. Due dates are back to normal – 3 weeks for books (2 weeks for new books) and one week for DVD's. Items are renewable as before. **If after 2 weeks you have not picked up items, they will be returned to our shelves, and you will need to make another request and appointment.**

INSTRUCTIONS FOR RETURN OF ITEMS:

Please return all materials through the Dropbox on the side of the building. All returned materials will be quarantined for 72 hours **before we check them in**. This means materials will remain on your account for three more days after you return them. **No fines will occur**. Our staff will be wearing masks and gloves and using sanitizer when handling your materials. Material must be returned to the loaning library.

AT THIS TIME, WE ARE NOT ABLE TO MAKE COPIES FOR YOU OR USE THE FAX MACHINE.
NO PATRONS ARE ALLOWED INSIDE THE LIBRARY, AND THERE IS NO COMPUTER AVAILABILITY.

Thank you for your understanding and support as we navigate these uncharted waters together!