## Flint Public Library Curbside Service

Dear Patrons,

We are excited to be able to offer curbside pick-up of library materials.

As always, your safety and the safety of our staff are of the utmost importance to us.

We believe the following procedures will allow our patrons to resume enjoying materials from the library collection in a safe and organized way.

Please note: The book delivery service has not resumed yet, so the only items available for borrowing are ones that are owned by Flint Public Library.

## Here's how you can request your items and then pick them up:

- 1. Patrons may submit requests for Flint Public Library items through the online catalog or by calling the library at 978-774-8132. Patron requests are limited to five (5) items per library card. Curbside Service will be offered from 2:00-6:00 pm on Tuesdays, Wednesdays, and Thursdays in 15-minute pre-scheduled appointments.
- 2. The library staff on duty will follow recommended guidelines from state and local health departments when filling the requests. Items will be placed in a paper bag with the patron's name on it.
- 3. When the order is ready, staff will call the requesting patron and confirm a pick-up time and date. The patron will be asked to provide some identifying information, such as the color of their car. Requested materials will be placed outside the library's main entrance for patrons to pick up at their scheduled time and date.

  We understand that life is busy; if you miss your designated pick-up time, please call the library to reschedule. Please do not just show up at the library. Pick-up times are spaced so that a minimum number of people are at the library entrance at the same time.
- 4. When picking up, patrons may be asked by library staff to confirm their name while maintaining social distance to avoid receiving the wrong order. We ask that patrons wear facial coverings when coming to pick up their order. Please do not come to the library if you are sick or have the symptoms of COVID-19.
- 5. We are only circulating items that have been quarantined for the time recommended by state and local officials, but we recommend patrons quarantine items at home for several days. Please wash your hands before and after using library materials.

We thank you for your patience as we all work together to keep everyone safe.