

# Flint Public Library Curbside Pick-Up 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.

## Curbside Pick-Up Updates:

- The book delivery system is up and running; patrons may now request items from other libraries.
- We will no longer require appointments for curbside pick-up services.

**Please read the following information thoroughly to familiarize yourself with our updated Curbside Pick-Up procedure.**

## Curbside Pick-Up Procedure:

1. Patrons may submit requests for library materials through the online catalog or by calling the library (978.774.8132). Curbside Pick-Up services will be offered on Tuesday-Thursday from 10:00AM-6:00PM. **Please note that staff will not be able to accommodate walk-in requests; all hold requests must be made via our online catalog or via telephone prior to your pick-up.**

*Wishing you could browse our shelves for new books? Patrons may see our new books on the slider of our online catalog at: [https://mvlc.ent.sirsi.net/client/en\\_US/middleton/](https://mvlc.ent.sirsi.net/client/en_US/middleton/)*

*You can also stay up to date with Flint Public Library's newest titles by signing up for weekly emails from Wowbrary by [clicking here](#).*

2. **When the order has been prepared for pick-up, patrons will receive either an email, text, or phone call notification** (depending on the patron's account settings) and may visit the library on Tuesday-Thursday between 10:00AM-6:00PM to pick up the requested items. **Patrons will need to bring their library card and/or a valid photo ID to pick up and check out materials.** If you need assistance or have any questions regarding your order, please call the library (978.774.8132) or email us at [flint3@comcast.net](mailto:flint3@comcast.net).

3. Upon arrival, patrons will enter the library foyer via the entrance at the rear of the building where the library's parking lot is located. If several patrons have arrived for curbside pick-up, **we ask that patrons still practice social distancing from one another and maintain a distance of six-feet** while waiting to pick up their materials. There will be cones with signs designating where to stand to maintain this distance. **Patrons will be required to wear facial coverings when coming to pick up their order; please do not come to the library if you are sick or are experiencing any symptoms of COVID-19.**

4. Upon entering the foyer, patrons will sanitize their hands at our sanitization station before proceeding to interact with a staff member at our circulation station to check out their requested materials. We will ask that patrons provide the staff member with their library card and/or a valid photo ID to verify their identity before their materials can be checked out. **Please note that restrooms and other areas of the library will be unavailable for public use at this time.**

5. After having their materials checked out by staff, patrons will exit the building via our meeting room. Patrons will sanitize their hands at our secondary sanitization station located in the meeting room before exiting through the side door that leads to the library's parking lot.

6. 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 a day or so. 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.**