



Durham Public Library

49 Madbury Rd., Durham, NH 03820

durhampl@gmail.com

“Library-to-Go” Pick-up Procedure for Patrons

- Placing materials on reserve. Items may be placed on hold via the:
 - Library catalog www.durhampubliclibrary.org
 - Telephone (603) 868-6699
 - Email durhampl@gmail.com
- Item limits (**a temporary exception to the DPL Circulation Policy due to limited resources**):
 - 10 items on reserve per day per patron
 - 50 item limit per patron and/or family
- Items reserved Monday through Friday will be ready the next day. Items reserved on Saturday will be available on Monday.
- Patrons will receive an email, text, or phone call confirming that materials are checked out and are ready for pickup.
- Patrons will park in the Library parking lot and enter the building through the main entrance to the front lobby making sure to observe social distancing from staff and other patrons.
- Patron reserves will be marked with the patron’s last name and filed in alphabetical order on the shelf in the main lobby. All materials are covered to protect patron privacy.
- Patrons will retrieve materials and interact from a safe distance with a staff member overseeing the process. A circulation receipt with the due date will be issued and accompany the item(s).
- Patrons then exit through the door on the east side of the lobby preventing contact with other patrons.