PLACING RESERVES FOR AFTER HOURS/CURBSIDE PICK UP

1) Login using your library card number and password. If using the system for the first time, your password will be your phone number.

2) Select “My Account”

3) From the account menu, select “Notifications.” Then, select “Locker” for the preferred pickup method.

4) Next, enter your search criteria in the “Find” box. You can search by author, title, keyword, etc.
5) Select the item you wish to reserve and select “Reserve this item.”

6) Verify that you have “Locker” selected as your pick-up method. Also verify that your notification method is correct. If everything looks good, select “Place Reserve.” You will be notified once your reserve is available for pick up.

7) Once you receive notification that your reserve is ready, you can pick up at the lockers on the south side of the library.

8) Scan your library card to open the locker. You may need to enter the card number instead of scanning, as the sun can interfere with the scanning feature.

9) Once you enter or scan your card number, the locker will automatically open and you may retrieve your materials. Be sure to shut the door once you have your materials.

10) Enjoy your items! For after hours returns, items can be returned in the library drop box on the front (east) of the building.

CURBSIDE PICK-UP LOCKERS ARE PROVIDED BY THE FRIENDS OF BENZIE SHORES DISTRICT LIBRARY.