



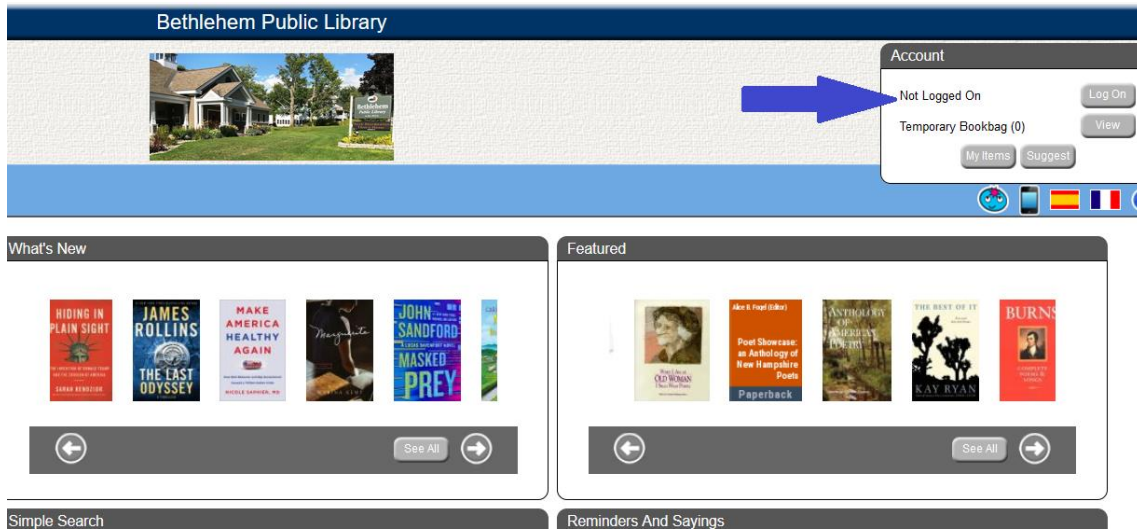
BETHELHEM PUBLIC LIBRARY CONTACTLESS CURBSIDE PICK-UP

We know how much our patrons are looking forward to being able to start borrowing materials again. Let's begin with a trial period of contactless porch pickup. The library's goal is to start phasing in traditional library services while still following physical distancing guidelines and minimizing the risk to public safety.

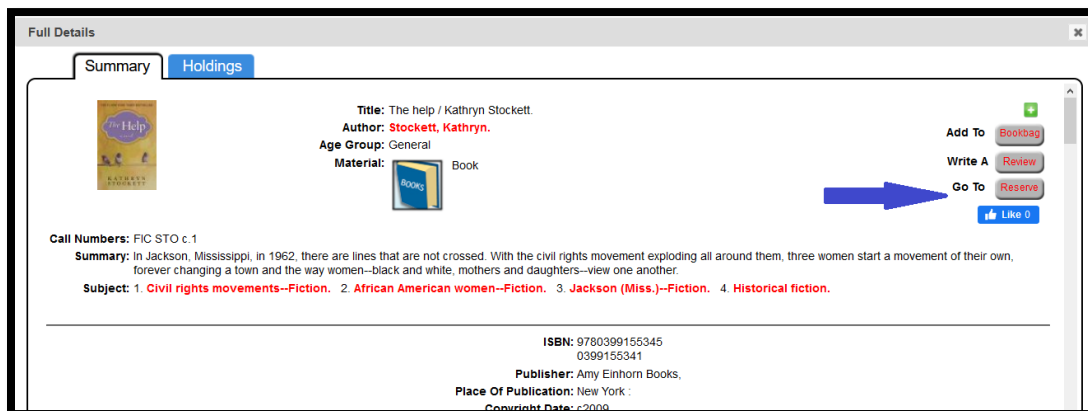
Here are the easy instructions! Library staff are available at 869-2409, Mon-Fri, if you need us.

PLACE A HOLD

1. Go to www.bethlehemlibrary.org and choose Card Catalog in the left-hand column.
2. Click Log On in the upper right-hand corner. Log on with your last name and library card number.



3. Search for an item and click on the title (in red).
4. Click on Reserve



(turn over)

5. Click on Reserve a second time to confirm.
 - a. If the item is in, it will be pulled for you.
 - b. If the item is checked out, you will be put on hold for it and we'll contact you when it's your turn.
6. Close the reserve window and search for another item.

If you don't know your library card number, or you need to sign up for a card, call the library.

WAIT FOR THE CALL/EMAIL

The Library will call or email you when your items are ready for pickup. Most requests are prepared the day before pick up day.

PICK UP YOUR ITEMS

1. Drive to the Library during one of our pickup times.

Note: Please send another member of your household if you have experienced COVID-19 related symptoms, such as a cough or shortness of breath, in the last 7 days, or if you are a health care worker with regular exposure to individuals with the virus.
2. Stay in your vehicle and call 869-2409, giving staff your last name.
3. Wait for staff to leave your item(s) on the small table on the front porch and re-enter the building.
4. Once staff are inside, exit your vehicle to pick up your item(s).

Enjoy your books and movies!

A FEW OTHER DETAILS

1. All items are checked out for two weeks. The due date may be extended if needed. You can renew via the catalog, phone, or email ill@bethlehemlibrary.org.
2. All items have been quarantined for at least seven days.
3. Our drop box is open for your returns. However, if you have COVID-19 symptoms, or are positively diagnosed, please ask us to renew your items. Do not return them in the drop box.
4. We are currently lending books, audio books, and DVDs. Our kits, such as the telescope, and inter-library loans are not available at this time.
5. Services, such as copying and faxing, are not available while the library building is closed to the public.

Many libraries around the state and nation are not offering curbside pickup because of safety concerns. The procedures above represent our best efforts to safeguard the health of both staff and patrons.

The Library Trustees may increase or decrease our hours and services based on patron needs, staffing, and guidance from health authorities.

We will be able to continue offering this service, and to consider expanding services, only if we all strictly adhere to the physical distancing steps outlined above.