

How to Use Contactless Curbside Pickup

- 1) To request an item, contact the Reference Department by phone at 609-581-4060, Extension 2.
- 2) Once your item is available, the Library will contact you by phone to arrange a convenient time for pickup.
- 3) When picking up material, pull your car alongside the curb by the planters at our front entrance walkway.
- 4) Once you have arrived, call the Circulation Department at 609-581-4060, Extension 1, to let us know you are on site. Make sure that your vehicle's trunk or hatch is open before calling.
- 5) A staff member will come out to you and place requested items in your vehicle. They will arrive in a brown paper bag which is yours to keep.

Rules of Contactless Curbside Pickup

The contactless curbside pickup model we are using provides maximum social distancing for the safety of our patrons and our staff. Staff will use gloves and face coverings in accordance with Hamilton Township workplace safety policy and CDC guidelines.

All library materials have been quarantined for a minimum of 72 hours and disinfected.

Patrons and staff should not approach one another and respect the need for social distancing. This may feel uncomfortable but is necessary to provide a safe, contactless pickup service.

- 1) There will be a limit of 3 items per patron.
- 2) Patrons are required to wear a mask and remain in their vehicle at all times during the transaction. There will be NO direct contact between library staff and patrons at any time.
- 3) Patrons account must be in good standing to utilize this service.
- 4) Each patron will be assigned a fifteen minute time slot to pick up material. If patrons are unable to arrive within their scheduled time slot they will be required to call and reschedule.
- 5) This service is provided for the picking up of items only. No other transactions will be handled curbside.
- 6) The Library reserves the right to make changes to this policy as necessary.