

# Instructions for Curbside Pickup

## Extended Curbside Pickup Hours By Appointment Only

Monday – Thursday: 10:30 am to 5:00 pm

Friday: 10:30 am – 4:00 pm

Saturday: 10:30 am to 2:00 pm

Sunday: Closed

Evening Hour Pickup Times by Special Arrangement

- **Request materials:**

- **Requests for books, DVDs, audiobooks or magazines can be placed by:**

Accessing the catalog at [www.lewisborolibrary.org](http://www.lewisborolibrary.org) or in the WLS app

Curbside-specific email: [lewisborolibrarycurbside@wlsmail.org](mailto:lewisborolibrarycurbside@wlsmail.org)

Calling: 914-875-9004

- **Requests for Children’s Themed Collections, Backpacks, Museum Passes or Fishing Poles can be placed by:**

Curbside-specific email: [lewisborolibrarycurbside@wlsmail.org](mailto:lewisborolibrarycurbside@wlsmail.org)

Calling: 914-875-9004

- **A staff member will contact you when your requests are ready for pickup and will schedule a pickup time that’s convenient.**

- **Pickup materials:**

- Your materials will be checked out and waiting for you at the appointed time in the Curbside Pickup Tent located on the Townhouse side in front of the Library. You can return materials in the green bin in the tent or the book drop.
- If your materials are not picked up by closing time, they will be brought inside the Library for safe keeping. We will contact you to schedule a new pickup time.

- **Return materials:**

- Returns can be placed in the book drop or the green bin located in the tent.
- After-hours returns can be placed in the book drop.
- Please do not return Children's Themed Collections, Backpacks or Fishing Poles in the book drop after hours. These specialty items must be returned to the tent during Library operating hours.

## **We Value Safety in Our Community**

- For your safety and ours, wear a face mask and maintain 6' social distancing.
- All returns will be quarantined for 96 hours. We will use a process that ensures fines are not accrued during the quarantine period.
- Bathrooms will not be available for use.
- Thank you for assisting us to ensure your safety and ours.

## **Need a Library Card?**

There are several ways you can request a library card:

Select "Get a Card" through the Catalog at [www.lewisborolibrary.org](http://www.lewisborolibrary.org)

Email us at [lewisborolibrarycurbside@wlsmail.org](mailto:lewisborolibrarycurbside@wlsmail.org)

Call 914-875-9004