



## A curbside service in three steps!

1. **Reserve your item(s)** – There are three ways to do this, choose yours!
  - ◆ Log into the Gafney catalog <https://gafney.biblionix.com/catalog/> with your card number and phone number on file. Once logged in you will be able to search the catalog and reserve items. Need help? Click the “help” button in the catalog or give us a call at 522-3401.
  - ◆ Email us with your requests, using exact title and author for books, audiobooks and movies [gafney@gafneylibrary.org](mailto:gafney@gafneylibrary.org).
  - ◆ Call the library 522-3401 with your request and/or ask us to help you find a good read (one of the things we really love to do!)
2. **Wait for us to call or email you** to set up a day and time to pick up your items.
3. **Pick them up!**

Call the library (522-3401) from your car when you arrive at the library at your appointed time. While on the call a staff member will place your items on a table for you to pick up. The staff member will confirm the location of the table. On a fair-weather day there may be a table outside the old front door of the library. Otherwise, your pickup will be in the connector hallway. Items will be checked out to you and in a paper bag with your last name in large letters.

  - ◆ Please do not ask for additional items at pickup
  - ◆ Please return all items to the book drop

**Please wear a mask and social distance during pickup**

## **Gafney On The Go — Some notes:**

- ◆ Return your items by placing them in the outside book drop – **please do not leave them anywhere else.**
- ◆ If you do miss your day and time, you may request one more. If you miss a second appointment, a 72-hour wait is required before reserving the same items.
- ◆ If you forgot your card number give us a call at 522-3401 or email us [gafney@gafneylibrary.org](mailto:gafney@gafneylibrary.org).
- ◆ Need a card? You can apply online on the Gafney catalog <https://gafney.biblionix.com/catalog/> (under the login) or give us a call 522-3401 and we'll set you up.
- ◆ Interlibrary loans (ILL) are not yet available – the vans are not running yet from the NH State Library
- ◆ Please – no book, audiobook or movie donations at this time
- ◆ These guidelines are designed to protect you and staff members – please do not expect us to come to the door.

## **For Your Safety:**

- ◆ All items are quarantined upon return for 72 hours and again once they are pulled and bagged for pickup. For that reason, items will remain in your record for at least 72 hours after they are returned.
- ◆ Staff members will be wearing a mask during all transactions, social distancing, washing and disinfecting hands often.
- ◆ All procedures are based on the existing and science of COVID-19.
- ◆ Staff and Trustees are following the latest developments from a research project being conducted by OCLC, IMLS & Battelle Lab who are jointly investigating the length of time COVID-19 remains on materials prevalent in libraries, archives, and museums. Get more info here: <https://www.webjunction.org/news/webjunction/test1-results.html>

**Stay tuned for more phased reopening information by checking the Gafney website: <http://www.gafneylibrary.org> and Facebook pages.**