

No Contact Curbside Pickup

1. Patrons may submit requests for circulating material* through the online catalog or telephone. Limits on requests are 15 per person. Pickup times are 10am-1pm Tuesdays and Wednesdays.
2. Call the Library at 502-352-2665 to make an appointment for pickup. Pick up times will be scheduled for the next day. Do not add items to your list after scheduling an appointment time as we will be unable to get those for you in time for your pickup.
3. Patrons will be instructed to park in one of the three slots in the underpass at the back of the building. There will be a sign with instructions for picking up holds.
4. When a patron calls to pick up their items, staff member will come out the staff door and place the patron's items on a chair outside the library door. Staff members will be wearing face masks.
5. Patron picks up the material(s) from the chair. Patrons are encouraged to follow social distancing rules if there is more than one person picking up items.
6. There will also be a utility cart where patrons who are utilizing curbside may place their returned items. Library staff request that these items be placed in a paper or plastic bag. The items will be taken into the library and placed in quarantine for 4 days before being checked in. Patrons are also welcome and encouraged to use the book returns at the front of the building.
7. It is important that to make the scheduled pickup time to accommodate for social distancing. If a patron misses their scheduled time a staff member will contact them and schedule another time. After two missed pickups, materials will be checked back in and quarantined for 24 hours before being placed back on the shelf for new requests.

Patrons who do not have a vehicle or are unable to come to the library due to health reasons are welcome to call the library at 502-352-2665 for assistance. Items may be delivered to residences but people must be aware deliveries will be scheduled according to demand and staff availability.