MAKE YOUR REQUEST

There are three ways you can request items:
• Go to the online catalog at www.bccls.org or
• Email us at nowdcirc@bccls.org or
• Call us at 201-768-9555

WE WILL CONTACT YOU

• We will contact you when your items are ready for pickup, or you can call the library when you receive the emailed hold notice.
• Please allow a minimum of 2 hours for us to fulfill your request
• A mutually agreed upon pickup window time will be scheduled

WHAT TO DO WHEN YOU GET HERE

• Please arrive at the library within your scheduled time window and pull up to the front steps.
• A table will either be outside or inside the vestibule, depending on the weather.
• Your items will be packaged in a plastic bag with your name on it.
• If someone else is picking up their items at the same time, please wear a mask, practice social distancing and wait for them to leave the area.
• If you miss your pickup window time, your items will be brought back into the library and you will need to contact us to reschedule a new pickup time.

HOW TO RETURN YOUR ITEMS

• All items must be returned to the book drop outside the library. Patrons are not allowed in the library at this time.
• Returned items will be quarantined for 3 days before they are checked in and will remain on your account for those 3 days.
• You will not incur fines on any items during this time.

For updates please visit our website at www.nplnj.org