



NORWOOD PUBLIC LIBRARY DOORSIDE PICKUP INSTRUCTIONS

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
- Up to 10 items a day may be requested and your library card will be required.

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 4 hours for us to fulfill your request.
- A mutually agreed upon pickup window time will be scheduled.
- Doorside pickup hours are Mon/Tue and Thur/Fri: 10am-4pm. Wed: 10am-6pm.

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