

## CONTACTLESS CHECKOUT

Beginning Monday, April 13, 2020 until further notice, Hondo Public Library will offer contactless checkout of materials for the mental health and well-being of our community.

**All procedures must be followed to protect both patrons and staff and prevent the spread of COVID-19.**

1. Monday and Thursday between 8 a.m. and 12 p.m., patrons may call the library to request items by title, author, or genre.
2. Alternately, patrons may request books online on the library's catalog page on the website: <https://hondo.biblionix.com/catalog/> **This method is preferred because patrons can be sure materials are available before requesting.**
  - a. Sign into your account using the number from your library card and the password (in all capitals – first letter of first name and first three letters of last name. Ex. John Smith – JSMI).
  - b. Search by title, author, or subject.
  - c. Once a list of titles appears, it may be sorted by any of the column headings: location [fiction - children (E, R2R, ROT E, ROW E), junior (J F, TXBL), young adult (YA F), adult (F, LP F)], [non-fiction – E ###, J ###, YA ###, ###], [biography – E BIO, J BIO, YA BIO, BIO], or [any of our special collections], title, author, and whether it is in.
    - i. Items in pink are not available because they are already checked out.
    - ii. Items with a location of Overdrive are not physical items but are e-books or e-audiobooks. They may be accessed through Overdrive – Lone Star Digital Library.
  - d. Click on the desired title and a drop-down will open. Click on **Reserve**. Choose how you would normally like to be notified but be aware we will be contacting everyone by telephone to make appointments while doing contactless delivery. Click **Place Reserve**.
3. After staff locate the materials, they will check them out, bag and label them. They will call to set a pick-up appointment time for the following day. For patrons who called on Monday, appointments will be made 10 minutes apart on Tuesday. For patrons who called on Thursday,

appointments will be made 10 minutes apart on Friday. **Suggestion: Try to plan your pickup day to accomplish your grocery or medicine pickups also and save unnecessary trips to limit your exposure.**

4. To prevent staff and patron contact, staff will place the bagged items on the wall outside the door on the senior side of the building just before the appointment.
5. Patrons need to arrive on time to their appointment to prevent contact with other patrons. If something prevents you from arriving on time, please call us to reschedule.
6. All materials must be returned in book drop. They will be quarantined for 3 days and then back-dated for check in. Staff have cleaned books in the library and are cleaning returns as they are checked in

Pickups will only be scheduled on Tuesdays and Fridays because staff are working on other projects – catalog corrections, cleaning, training, etc.

If anyone has questions, they may call the library: staff will be available Monday through Friday between 8 a.m. and 12 p.m. and between 1 p.m. and 5 p.m. to answer questions.

Thank you.