

## TOUCHLESS CHECKOUT

Patrons who do not feel comfortable entering the library may use these touchless checkout procedures. All procedures must be followed to protect both patrons and staff and prevent the spread of COVID-19.

1. Patrons may request books online on the library's catalog page on the website: <https://hondo.biblionix.com/catalog/>
  - a. Login to your account with your library card number – you can use just the last six numbers on the card - (call us if you have lost card or don't know it) and password - default password is always in capitals first letter of first name and first three letters of last name.
  - 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, title, author, and whether it is in.
  - d. Items in pink are not available because they are already checked out.
  - e. 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 or through the Libby app.
2. Patrons may call the library to request items by title, author, or genre.
3. After staff locate the materials, they will check them out, bag and label them. They will call the patron to set a pick-up appointment time unless one was already set when patron requested items.
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.
6. All materials must be returned in book drop which was moved to the southeast corner of the library under the big tree. DVDs, audiobooks, and interlibrary loan items need to be bagged to prevent damage. Items will be quarantined for 3 days and then back-dated for check in. Staff are cleaning books after the second check-in from quarantine.

If anyone has questions, they may call the library at 830-426-5333.

Thank you.