**How will Curbside Library Book Pick-up work**

**How to request items you want**

You must have a valid library card. Please note School library numbers will not work, you will need a public library card number. You can email/call me and we can make a card for you or you can get a temporary one through our website. They are Free.

1. Go to tracpac.ab.ca and log into your account.
2. In the upper left hand corner under the library drop down menu arrow choose **Menno Simons Community Library**
3. In the **quick library search box** type the name of the item you are looking for e.g. Heartland DVD

Then to narrow the search for Menno Simons Community Library items only**, select** **Menno Simons Community Library** from the left hand side menu under **ASSIGNED BRANCH**

Menno Simons Community Library items will appear **first** in the list if you have followed the previous instructions correctly.

1. **Chose the item** you are looking for from the options,
2. Then **click** Where is it?

If Menno Simons appears in the list and is checked “in” you may

1. **Place a hold request** or email or call us to request an item.

If your library does not appear in the list, you cannot order it at this time.

**Please note:** If an item is checked in and you request it, you may still not get it, if someone else has requested it before you, it just means you have to wait.

**Requesting Books from other Libraries?**

You might be able to order books in through tracpac Inter Library Loans from other libraries if they ship and are in the Peace Library systems. They might or might not ship, this is not something I can control, and it might take quite some time for the books to get here since we do not have regular ILL runs, They only run at this point every 2-3 weeks.

**What do we do ?**

Once we receive your request we will fill it, pack up the books, label it with your name and it goes in our Pick-up Pile.

**Any other way to get books if you are not online?**

If you want to order by email, please include your library number. I will send out a mail or call you to let you know when you order is ready for pick up. You can also call me and give me a list and I can go and pick the items you want, if we have them. You can ask for a selection e.g. your child likes Berenstain bears, I can put a sampler together and sign them out to you. Or if you like a certain Author, let me know I can put a bundle together too. If you are homeschooling, I can also help by making topic bundles.

**How to Pick Books up and Return Books**

**Pick-up**

Starting Monday June 8, 2020

Books can be picked up Monday 3-9 pm and Wednesday 12-6, please come to the Library entrance Window (not the School entrance)

My office has a window that will open and I will pass the right bag out and just keep a drop box out there. That way nobody else will take or touch someone else’s books.

**Return Books**

How to return books: There is a drop box available at the Store or you can drop them off in the provided drop box during pick up times. Please do not return in bags.

**What happens then after the books are returned?**

Once Items have been returned they will go in a 3 day Quarantine before we will be touching them or signing them in. They will be carefully handled and cleaned before they return onto the book shelves and are available to be signed out by another patron.

**What if you can’t make it?**

We understand life happens, so we can hold them for a week, if they were not picked up then, we will put the books back into circulation.

If you know ahead of time that you are unable to make it please let me know by phone or email. I want you reading, so please contact me and we can work something out.

**When am I actually at the Library?**

Monday 3-9 pm and Wednesdays 12-6 these will also be our Summer Hours for July/August

Unfortunately my cell phone will not work for phone calls inside the school building – it will receive texts, but you can phone me on it after hours and I can take down your order, answer question or help you the best I can.

Bettina Worrall

Library Manager

Menno Simons Community Library

Phone 780-685-2340 email: worrallb@prsd.ab.ca

Cell phone 780-296-0519