#### **Elnora Public Library**



# Step 1: Use our online catalog to request materials by placing a hold

- All materials must be requested ahead of time online or over the phone.
- Use your library card number to login to your account and place holds on the materials you want.
- There is currently no book browsing.



## Step 2: Wait for email notification that your materials are ready

- Do not go to the library for pick-up until you receive the confirmation.
- It can take a few weeks for materials placed on hold to become available
- Use your online account to check the status of holds you've placed
- Once available, your materials will immediately be checked out to you for easy pick up



## Step 3: Go to your library to pick up your item from the holds area

- Don't forget to wear your face covering!
- · Librarians have checked out your materials.
- Ask at the desk for Grab and Go



## For returns: Materials can be brought back to any open location

- You can return items using the Book Drop. Or in-house
- Please note that returned items will be placed in quarantine for 72 hours (3 days) before being recirculated, as per the latest guidance from safety experts.