



The Portage Public Library will be switching to curbside pickup services **only** beginning

Monday, November 16.

In order to provide access in a safe manner for both patrons and staff, we have the following guidelines.

Curbside Pick-up Guidelines & Process

1. **You must have your library card available when placing your pickup order. This is the only way staff can check out to you!**
2. Requests for pickup can be placed the day of by telephone (608) 742-4959 ext. 0 or ext. 3. You can also schedule a pickup for a different day if you choose.
3. Masks and social distancing are required around the curbside pickup area.
4. Any materials available on the shelves at the Portage Public Library or waiting for you on the holds shelf can be requested. Staff can also place holds on items from other libraries for you.
5. Items will be checked out to your card before you arrive for pick-up.
6. You can schedule a curbside pickup for faxing, printing, or copies. To fax/copy you will need to bring the materials with you and staff will fax/copy them for you. **You cannot enter the building.** For printing you can go to our website and follow the instructions for the Wireless Printing. You can then schedule a curbside pickup to retrieve your prints.
7. Requests for pickup can be made between 9 a.m. and 5:50 p.m., Monday through Friday. Saturday pickups can be scheduled between 9 a.m. and 1:50 p.m.
8. Items will be placed outside on a labeled table in a bag with your first name and last initial. This table will be outside of the library entryway under the awning.

Please return all of your materials in the 24-hour book drop located in the back alley behind the library.

Questions?

If you have any questions regarding our curbside pickup services, please call 608-742-4959 or email info@portagelibrary.us.
