

Plymouth District Library Curbside Pickup Instructions

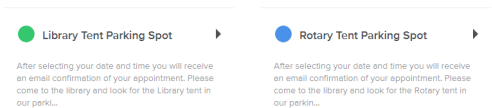
Step One – Place Your Hold

- Patrons with a Plymouth library card can request items from our collection at www.plymouthlibrary.org. When your hold is ready for pickup, you will be notified via email, text, or phone, according to your preference.
- So that we can help as many people as possible, **we will be limiting hold to 20 per card during this time.**

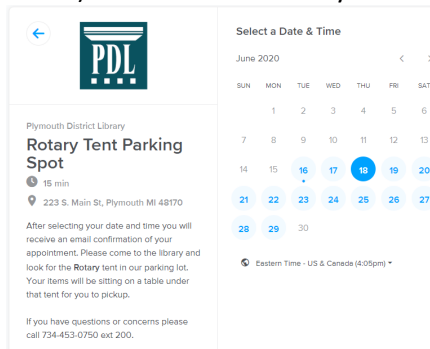
Step Two – Scheduling Your Curbside Pickup

- Your e-mail or text notice will have a link to the site where you can schedule your pick-up time. **Please do not schedule a pick-up time until you have the notice that your items are ready!**
- If you get notification by phone, a staff member will call you.

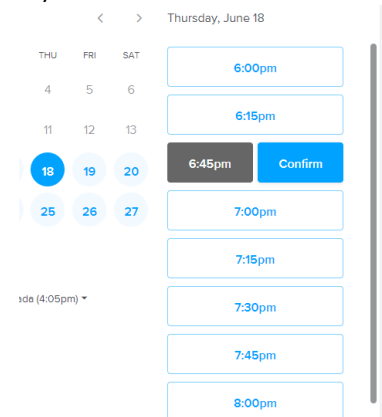
1.) Pick a parking spot



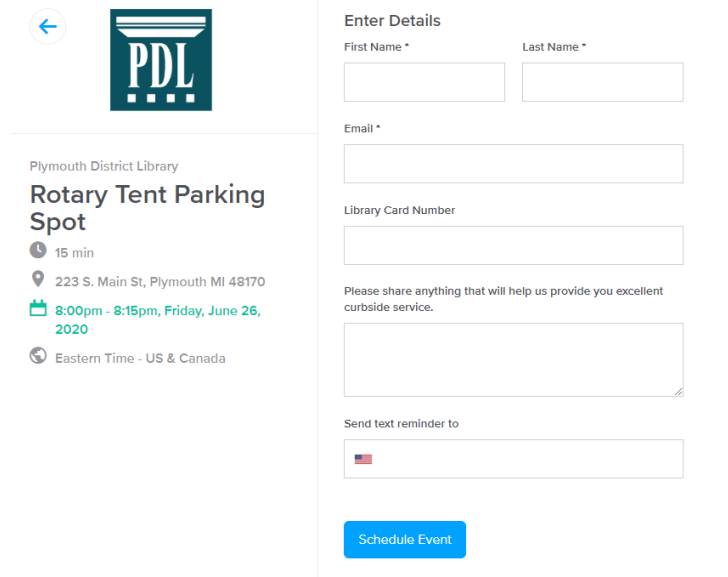
2.) Pick an available day



3.) Pick a time and confirm



- 4.) Enter your name, email, library card number, and phone for text reminder (if desired) Then click **Schedule Event**. You will get an e-mail with your appointment information and reminders via email (and text, if provided)



Step Three – Pickup Your Holds

- Your holds will be available for pickup in the library parking lot on tables under tents. Depending on which parking spot you chose you will be looking for either the tent labeled Library or the tent labeled Rotary.
- Donations, returns, payments, and account issues cannot be handled at the curbside pickup station.
- Hold may be canceled through your patron account on the website at plymouthlibrary.org or by phone. Any questions about your library account will be answered at 734-453-0750 ext 220.