

How to Grab-and-Go at Central Square Library



1. Choose how you will **order** your materials:

- a. **Call** the Library at (315) 668-6104 during open hours or leave a message on the answering machine with your full name and/or Library card number and the item(s) you would like
- b. **Email** the Library at csqplib@ncls.org with your requests. Be sure to include your full name and/or your Library card number
- c. Order **Online** at <https://catalog.ncls.org/>

1. Locate “Log in” at the top of the screen
2. Enter your Card# (the barcode number located on your library card)
3. Enter your Pin# (typically, the last 4 digits of your phone number)
4. Search the catalog and click, “place hold” with the items you would like to order. Be sure to select Central Square Library as your pick-up location.

2. **Wait** until you receive a phone call and/or an email from the Library notifying you that your items are ready for pick-up.

3. **Pick-up:** Observe social-distancing guidelines and wear a mask when picking up and returning items.

4. Sanitize your hands upon entry (sanitizer provided).

5. Enter the building at the side entrance and locate your items on one of the tables.

6. Use a clean pen to sign your name in the Covid-19 Contact Tracing notebook.
7. You must wear gloves (provided) when browsing the NEW and featured items.
8. No fines will be charged or collected. All fines have been waived that accrued between March 18, 2020 to the present.
9. **Return** all materials in the book drop on the front porch or in the bin below the table inside during open hours.
 - a. Loan periods still apply.
 - Two-week Loan:** Books and audiobooks
 - One-week Loan:** DVDs and Blu-Rays
 - b. Call the Library for renewals or renew your materials online.
 - ***NO renewals** on: DVDs, Blu-Rays, NEW items, & items with “holds.”
 - c. Returned items will be quarantined for a minimum of 72 hours (4 days) Consult the Library if returned items still appear on your account after two weeks.