



ESSEX LIBRARY  
ASSOCIATION

*Your Community Center for Lifelong Learning and Enrichment*

### **About Park & Pickup Service (Curbside)**

- Contact-free pickup is offered:
  - **Mondays --Thursdays from 10:00 a.m. – 6:00 p.m.**
  - **Fridays from 10:00 a.m. – 5:00 p.m.**
  - **Saturdays from 10:00 a.m. – 4:00 p.m.**
- The library requires proper use of face masks fully covering the nose and mouth while on library property. Patrons should maintain at least 6 feet of social distance from others when picking up items. Patrons unable to adhere to social distancing and face mask requirements may have borrowing privileges revoked.
- Staff will not deliver items to vehicles. Library materials are placed on a table in labeled bags for pickup on tables in our entryway.
- Please allow extra time between requesting materials and pick up. We are committed to filling requests as quickly as possible but for health and safety must limit the number of staff working in the building.
- To browse library materials and place a hold, patrons may visit our online catalog at <https://ex.catalog.lionlibraries.org/> Patrons can also call the library at 860-767-1560 and leave a voicemail message or email [staff.essexlib@gmail.com](mailto:staff.essexlib@gmail.com) to request materials.
- Library staff will collect and check-out items to your account. Patrons will then be contacted via email, text message or phone and asked to pick up items.
- Items will be bagged and placed on a table in our entryway. Library is not responsible for items once they are placed on the pickup table.
- Library materials should **be returned to the outside Book Drop located in the library parking lot.** Returns should not be placed in the material pickup area.
- All returned materials are quarantined for 96 hours before being checked in. Returned materials are not available for check out until after quarantine. Items are back dated upon check in and fines waived; interlibrary loan and non-Essex items returned via the book drop may incur fines according to the fee structure and policies of the lending library; these items are also subject to quarantine and back dated check-in.
- These procedures are subject to change at any time without prior notice based on operational needs and public health and safety considerations.

**Thank you!**