

Procedures for picking up library items while the Artesia Public Library is closed for COVID-19 – Starting, Tuesday, August 4

1. Patrons may submit reserves for any circulating material (except magazines) through the [online catalog](#) with their library card number and telephone number or via telephone by calling (575) 746-4252. Limits on reserves are twelve (12) per card at a time. **Pickup times are 11:00 am to 4:00 pm Tuesday – Saturday.** Reserves must be placed by 5:00 PM the night before pick up (items requested on Saturday, Sunday and Monday will be available on Tuesday.) Patrons without library cards, may sign up for a digital card and use our online resources and check out electronic materials at this [link](#) and/or reserve and check out one (1) physical item at a time.
2. Library staff on duty will fill the requests to the best of their ability and rubber band items together. Items will be placed in a separate quarantine area until they are picked up.
3. Staff will call the requesting patron and confirm the reserve(s) has been filled. Please wait until you receive a call before proceeding to the library, even if you receive an email or text. Staff will confirm your identity, check items out on your card, and will provide pick up instructions during the call. If you are picking up items for other family members, please alert staff at this time.
4. On the day of your pickup, please enter the south library parking via S. Roselawn Ave and proceed to the table before the book drop. Put on hazards and call the library at 575-746-4252. Staff will ask for name and type of vehicle you are driving. Please stay in vehicle.
5. Staff will exit the staff door and place items on table. Staff will be wearing gloves and a mask. Once the staff has waved and gone back inside the library, you may exit your vehicle and retrieve your items.
6. If you have items to return, please return them in the drive-up book drop before exiting the parking lot via S. 2nd St.
7. We have done our best to clean the books and are only circulating items that have been quarantined for a minimum of four (4) days. We are also practicing safe handling practices while processing your items. Items not picked up within a week, will be returned to circulation and removed from your card. Please note: this procedure, pick up times and curbside as a whole may change with little notice due to the ongoing public health crisis.

Please see attached map for location of curbside pickup.



Adapted May 26, 2020 by Erin Loveland, Library Supervisor – Artesia Public Library