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# PRESS RELEASE

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FOR IMMEDIATE RELEASE  
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## **LIBRARY TO OFFER CURBSIDE PICKUP DURING COVID-19 CLOSURE:**

While the Lebanon Public Library remains closed to the public, we will begin offering limited access through Curbside Pickup to our patrons beginning Monday, May 18th. This practice will adhere to social distancing recommendations while still connecting our patrons to necessary educational resources until the library reopens to full service. The online e-book and audiobook collection is always available 24/7 through Library2go, Libby, and Overdrive to all patrons with cards in good standing.

### **Curbside Pickup Process Step by Step**

1. Patrons can place up to ten (10) Lebanon Public Library items on hold by calling the library at 541-258-4926 or using their [online account](#).
2. Once notified that their items are available, patrons can come to the main library entrance between 10am-4pm, Monday through Friday.
3. Patrons will call the library to let staff know they have arrived to pick up their holds, and the items will be placed on the designated pickup table outside with the patron name attached. (If you need assistance loading the materials, please let staff know prior to pick-up and we will be happy to assist you.)
4. When patrons are done with items, they may return them to either of the outdoor drop boxes. (*Please note: returned items will be quarantined for 3 days before they are checked in. Late fees will not be applied.*)

### **Curbside Pickup Rules and Guidelines**

- You must have received notice that your requested items are available for pickup before coming to pick up items.
- Pickup times will be available from 10 a.m. to 4 p.m., Monday through Friday.

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- A limit of 10 items may be picked up at a time per active library card.
- Holds will be kept for pickup for 5 days before being returned to the shelves.
- Your account must be in good standing (i.e. not blocked due to unpaid fees or lost materials) to use Curbside Pickup. We will not be accepting fees for fines or lost items.
- Only items from Lebanon Public Library may be placed on hold. Linn County Consortium and Interlibrary Holds are still suspended until the Library opens to full service.
- No donations will be accepted.
- The library and lobby will remain closed to the public. No bathroom facilities will be available.

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