

Curbside Pickup Procedures for books, DVDs and CDs (October 2020)

Patrons may submit requests for any circulating material through the online library catalog.

How to place a request:

- Video Tutorial: [How to Place a Request for Library Curbside Pickup](#)
- Written Instructions:

Note: We recommend using **Google Chrome** or **Safari** (iOS devices) to access the library catalog and see request pickup links. You can [download Chrome here](#).

Go to the [Holman Library One Search](#) (the online library catalog)

- In the search box, type what you are looking for (either topics you are interested in or specific book, DVD or CD titles)
- See the list of results:
 - if a result shows “*View Online*”, click on the title to view online
 - if a result shows “*Available at Holman Library*”, then it is a physical item on a library shelf and **you can request curbside pickup**:
 1. Click on the title of the item
 2. Under the “Find It” section, click on sign in link in the yellow banner that reads
“Sign in to see loan requests and to access your library account”
 3. Choose “Current Students:”
 - a. your username = your student ID
 - b. your password = [your network password that you must reset at the beginning of each quarter](#)
 4. Now, under the “Find It” section, click:
“Place a request to pick up this item”
 5. Choose a date after which you no longer need your requested item
 6. In the “Pick up at” line, type: Curbside Pickup
 7. Click: Send Request
 8. You will be contacted by library staff to schedule an appointment for curbside pick up.
- FYI, if you have fines over \$10 the system will not allow you to place a hold. You may pay fines to the Cashiers Office at 253-288-3399

- **Library staff will contact you to schedule item pickup** (using your contact information on file with GRC). Library circulation number: 253-931-6490
- **It may take up to 3 business days for your request to be fulfilled.** (In rare cases - where items need to be quarantined for an additional period- it may take up to 120 hours.)
- **All checkouts will be for three weeks** unless an extended checkout is requested.

How to pick up (by car, foot, or bicycle):

- Right before you go to campus, fill out the [health attestation form](#).
- Go to the pickup location outside the North entrance of the library (use the driveway to the entrance of the library right off of SE 320th St)
- Call (253) 931-6490 and library staff will come outside with your item(s)
- Stay in your car and wear a face covering.
 - If on foot or bicycle, please wait outside, wear a mask and practice social distancing
- Show your picture ID to receive your items.

Holman Library Safety Measures:

- Incoming books are quarantined for a minimum of 4 days (120 hours).
- Staff wear masks and gloves when handling books, and items will be placed in plastic bags for delivery.
- When picking up items, both library patrons and staff should wear masks and practice social distancing.

How to Return Holman Library Items:

Holman Library print & disc items, including books, CDs, DVDs can be returned to the book drop located outside the south Holman Library building entrance.

All textbook loans, including Running Start, Trio, Open Doors, MESA, PHYSICS, ODEI can be returned to the book drop located outside the south Holman Library building entrance. The items will be checked in by the library staff member and delivered to the Textbook Programs Library.

Library technology, including laptops, webcams, hotspots, etc., should be returned directly to a staff member. When library is closed please return equipment to College Safety. Go to the Student Affairs building and call Safety at (253) 288-3350, and they will come out to receive the items.

Questions?

Please contact us at Holman Library:

- [Ask a Librarian](#) contact options (online chat / email / phone)
- Holman Library Circulation Desk: circdesk@greenriver.edu; or 253-931-6490