



Learn how to use this service at somerseetlibrary.org

NOW AVAILABLE

Curbside pickup is available **by appointment only** on Mondays, Wednesdays and Fridays. One cardholder will be scheduled per appointment. You can only request items available at Somerset. **If you are leaving a message, please leave your full name, phone number, and library card number.**

STEP ONE: **Place local item(s) on hold**

- a. Place holds online:
 1. Go to the MORE Catalog: more.lib.wi.us and log in to search for items currently available at Somerset Public Library
 2. Enter your search term
 3. Select the "Available Now" filter on the left side to expand it
 4. Select Somerset
 5. Search results will be limited to titles available to place on hold at our library
 6. Tip: to exclude eBooks and audiobooks, open the "Titles I can..." filter and select "Borrow and take home"
 7. Select "Place a Hold" and verify it is set for Somerset
 8. Tip: Turn on "Active Filters" so subsequent searches retain limits
- b. Or, call us at 715-247-5228 and we will place the holds for you.
- c. Or, email us at somerseetpl@somerseetlibrary.org and we will place the holds for you.

STEP TWO: **When you've received notice that your items are available, call the library and schedule a pickup time**

- a. Call the library **715-247-5228** to schedule a pickup time.
- b. Staff will check out your holds, and set aside for your pickup time. Your alias will be clearly printed on your materials for easy identification when you arrive.

STEP THREE: **Pick up your items**

- a. Please do not arrive early.
- b. Pickup will be at the Garfield Street entrance.
- c. There will be a table outside the door.
- d. Your materials will be in a paper bag labeled with your alias on the table.
 - Your alias is the first two letters of your last name, first two letters of your first name and your month and day of birth. For example, Martin Adams, birthdate 10/25 is ADMA1025
- e. Grab your items and enjoy!
- f. If you are unable to pick up your items, please call us to reschedule. Items will be checked in if they are not picked up during your appointment.

RETURNS: Place any library materials you are returning in the outside drop box. Materials will be in quarantine in the book drop. Due dates will be on a slip included with your bag.

STAY SAFE: Weather will play a factor as to whether we can offer curbside pickup. If it is raining or other inclement weather, we may suspend the service.

This is no contact service, and Somerset Public Library is closed to the public during Curbside Pickup times. Lobbies, restrooms, computers, fax/copier, and other spaces will not be accessible. Please call the library for an in-library appointment if you would like to browse for books or use a computer.

