

**Reserved**

**For**

**Curbside**

**Pickup**

**244-5541**



* You must receive notice you have “Hold” items available for pickup.
* You or the person designated to pick up your holds must present your library card. A digital form of library card is acceptable.
* If you are picking up holds for someone other than yourself, you must be designated on that person’s account and have your photo ID.
* Pickup times will be available during the following hours:
	+ Monday: 9-5:30
	+ Tuesday: 9-7:30
	+ Wednesday: 9-7:30
	+ Thursday: 9-7:30
	+ Friday: 9-5:30
* Your account must be in good standing (i.e. not blocked due to over the limit fines or over the limit items.)
* Payments on accounts will not be accepted at curbside. Payments may be made online through My Account at [www.ppl.lib.in.us](http://www.ppl.lib.in.us) or at the circulation desk during business hours.
* Items may be returned in disposable plastic shopping bags. Loose items must be returned in either the drive-up drop box or the drop box located at our entrance.

Curbside Pickup Step-by-Step

Step 1:Place holds online @ [www.ppl.lib.in.us](http://www.ppl.lib.in.us) or call the library @ (260) 244-5541. All available items placed on hold by 12 noon should be available for pickup the same day.

**Step 2:** Once you receive notice you have items available, come to the library during our pickup hours, park in one of our designated spots and call (260) 244-5541.You will be asked for your name and library card number.

**Step 3:** Have your library card ready and a staff member will bring your items out in a few minutes. If picking up items for others you will also be asked to show your photo ID.

Please let us know when you call if you need B.A.B.E coupons!