



Brandon Public Library

Drive-through Hours: Monday and Thursday from Noon—2:00 PM

DRIVE-THROUGH PICKUP SERVICE BEGINS MAY 4

Although the Library remains closed to the public, Staff is working hard to ensure everyone's safety as we resume limited services.

Drive Through Material Pickup:

1. The Brandon Public Library will offer drive-through pickup of materials on Monday & Thursday (beginning May 4) from Noon-2:00 pm. (If this time absolutely does not work for you, let us know on the phone so we can work something out with you). Materials are limited to Brandon items ONLY.
2. In order to pick up materials, patrons must place a hold. This can be done through our online catalog by visiting www.brandonlibrary.net or by calling the Library at 920-346-2350 (phones will be staffed or you can leave a message).

Placing a hold on-line:

1. Go to our website www.brandonlibrary.net
2. Look for "search our catalog" on right side and begin searching.
3. When the results come up, make sure you check it is a Brandon Public Library item. You can filter your search on the left-hand side to limit the search to Brandon-owned items.
4. Once you locate an item, place a hold by using your Library card number & last 4 digits of your phone number.

Specific Instructions when picking up material:

1. Enter the alley located east of the Library from MAIN STREET.
2. Stop at the Window that is shown on the picture below.
3. Leave by using the rear alley & exit by the Post Office.

Book Returns:

- ◇ Returns will ONLY be accepted through the "Book Drop" located in front of the Library.
- ◇ Staff will not accept in-person returns.
- ◇ All items will be disinfected and quarantined for 72 hours before they can be checked out again as a safety precaution, which is why we're doing twice-a-week pickup times.
- **The Library will remain closed to the public until further notice.**
- **Book donations will NOT be accepted.**
- **If you are unable to access your account online to place a hold or use materials electronically please contact us. We will access your account to trouble-shoot.**

