

**To take advantage of our curbside pick-up service, please follow the directions below.**

1. Login to your account through our online catalog. Your login ID is your library card number and your PIN is the last four digits of your phone number, unless you have previously logged in and changed them. If you have forgotten your PIN you can call the library @ (435) 884-1670.
2. Find the items you want in the catalog and place them on hold. There is a “place hold” button for each item on the search results page as well as each individual item record. Don’t forget to click on the confirmation button immediately after.
3. Alternatively, you can place items into your cart, located at the top, left side of the page, and later place all the items in your cart on hold at the same time. Again, don’t forget to confirm your holds.
4. The next business day, library staff will contact you by email or phone to inform you if any of your items are available to be picked up. Please don’t expect your holds to be filled the same day you placed them.
5. Once you know your holds are waiting you can call the library to let the staff know when you will come by to get them, so they can have them checked out and ready for you by the back door. Please knock or call again to let us know you are waiting.
6. If you come for your items without letting us know ahead of time you may have to wait several minutes for us to check the items out to your account and bring them to you.

**If you have any questions about these directions or any special considerations that make it difficult to carry them out, please let us know. We are happy to help in any way we can.**