



Metuchen Public Library Contact-Free Pick-up

Pick-up service is only available to Metuchen Library cardholders.

At this time pick-up services are **not** available to other LMxAC cardholders.

Contact-free pick-up hours:

- **Monday-Thursday 11 am - 6:45 pm**
- **Friday 11 am - 4:45 pm**
- **Saturday 10 am – 1:45 pm**

How to request material:

1. Go to the online catalog, https://lmac.ent.sirsi.net/client/en_US/metuchen/ to search for available items and place holds. You can also call the library at 732-632-8526, and library staff will place holds for you. Please have your library card number available.
2. If your call is not answered, leave a message including your name and phone number and we will return your call.
3. Any items you request must be available in the library catalog.
4. Only items from the Metuchen Library are currently available; there is no interlibrary loan service at this time.
5. In order to request any library material, your Metuchen Library card must be active, in good standing and not blocked.
6. Pick-up orders are limited to 20 items; DVDs are limited to 5 items at a time.

Once your material request is filled, you will receive a 'holds available for pick-up' notification. You can pick up your items either by (1) coming inside the library during [public open hours](#) or (2) calling when you are outside the library and a staff member will bring out your materials. Curbside pickup hours are listed at the top of this document. When using outside pick-up, please let the staff member know when you are outside the rear entrance of the library (the Library Place side), and whether you have come by car or by foot.

When using Curbside Pick-up:

- If coming by car: Pull up to the 'Curbside Pick-up' sign and call the library to let us know you are here. Open your trunk and remain in your car with the windows up. Staff will bring your materials out and place them in your trunk.
- By foot or bike: please bring your own bag, we will have items leave on a table outside the door for grab and go service.
- Please maintain a 6 foot distance from others.
- Please wear a mask or other facial covering.
- **Items will be held for 5 business days; any item not picked up by that time will be discharged and returned to the shelf.** Notify the library if you need to change your pick-up time.

All returned library materials MUST be deposited in the library book drop, which is located by the rear door of the library. Please do not return library materials to staff or leave on the grab and go table.

Additional Information:

- For homebound delivery service, call the library at 732-632-8526 to make arrangements.
- All returned materials will go through a 7 day quarantine process, and will include proper safety measures including use of masks and gloves by library staff. During quarantine, materials will not be available to other patrons.

- The grab and go table outside the library will be disinfected regularly, but we ask patrons to refrain from touching it if at all possible.
- Please cancel your holds if you are feeling unwell.
- If you or someone in your household become unwell while in possession of checked out materials, please contact the library so that we can extend the length of your checkout.
- Please remember that it takes staff time to gather requested materials, and that the library may be flooded with many requests. Staff members are working hard to fulfill as many requests as possible, but it may take up to 2 business days (excluding weekends) for your holds to be available.
- Need help in choosing an item? Call during library hours (currently Monday-Thursday from 10am – 7pm, Friday from 10am – 5pm, Saturday from 10am – 2pm) and a staff member will be glad to help you out.

Above all, we ask for your patience as we all adjust to this new normal. We value our patrons and look forward to providing you with the best possible service. Thank you!