

GARY PUBLIC LIBRARY

Curbside Pickup available at all Library locations

You can now request materials and prints for pickup at the Kennedy and Woodson Branches. We appreciate your patience while we learn how to best provide this new service.

GUIDELINES

- You must have a valid library card in good standing (No overdue materials) to check out items.
- **Temporary e-Library cards created online will not be accepted.**
- Requested items must be placed through your online catalog library account or by phone request at any of our locations, at least 24 hours in advance.
- There is a limit of 10 print items, 3 DVD's (** prior verification required) and 3 audio selections. All items must be returned before you can submit a new request.

STEP ONE – PLACING HOLDS

- Go to garypubliclibrary.org, then click on “Search Our Catalog”. Log into your library account to request items.
- You will receive a call once your items have been located. You must provide your library card number for the items to be processed.
- Library will hold your items for 48 hrs.

STEP TWO – PICKUP

- Curbside pickup hours are:

Gary Public Library and Cultural Center, 220 W. 5th Avenue, 886-2484 x.106
Monday – Thursday, 10:00 am - 4:00 pm
Friday, 10:00 am - 3pm

Kennedy Branch 3953 Broadway 887-8112
Monday and Wednesday, 10:00 am - 4:00 pm

Woodson Branch 501 S. Lake St. 938-3941
Tuesday and Thursday, 10:00 am - 4:00 pm



- Park in the area designated for curbside pickup. Call the library to let us know that you have arrived.
- Staff will ask for the make and color of your vehicle. (If you do not have a vehicle, please inform staff when making request. Staff will instruct you on how to retrieve your items).
- Please remain in your vehicle.
- When staff arrives, show them your ID through your closed vehicle window. ID must match the name on the library card account. Items will not be released to anyone other than the person on the library account unless prearranged with the Circulation Supervisor or Branch Manager.
- Please remain in your vehicle until the staff member is at least 6 feet away.
- Enjoy your materials!

RETURNS

Pick up items may only be returned to any Gary Public Library book drop.