

GARY PUBLIC LIBRARY

Curbside Pickup available at all Library locations

***Updated 6/15/21**

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.
- 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.