

FORT EDWARD FREE LIBRARY Pick-Up SERVICE  
For Books, DVD's Fishing Poles and Tackle Boxes  
Beginning Monday, June 15, 2020

The Fort Edward Free Library will offer inside pick up on Monday June 15, 2020.

Materials you may choose in borrowing are located on the Fort Edward Free Library Website @ [www.fortedwardlibrary.sals.edu](http://www.fortedwardlibrary.sals.edu). The website allows you to view items in our card catalog that are available and also request from our library at this time.

- If you choose not to request materials from the online catalog, you can send an e-mail to [fte-director@sals.edu](mailto:fte-director@sals.edu) or by contacting the library by phone at 518-747-6743 and place your requests this way.
- When **requesting materials in an e-mail or by phone**, it is necessary for you to have the following information for the staff to fill your requests: author, title, type of material, fiction, non-fiction, large print, regular print, paperback, adult, and children.
- Please be sure to speak clearly and slowly when you leave your name, phone number, and materials requested. You may leave a message if no one is there to answer the phone.
- There is no inter-library loan service at this time and all materials requested are from this library only. Please allow 24 hours for staff to fill your request online, by e-mail or phone. If you do not have your library card or password to order online material, you must contact the library. Staff will ask questions pertaining to your identity prior to processing your requested material.
- Library staff have instated protocols for safeguarding your safety as well as their own. Staff must wear a face mask and gloves as you come into the library to pick up your materials and patrons must also wear some type of face covering during this transaction.
- Pick-up service is available by making an appointment. Each appointment will be in 10-minute intervals for picking up during the hours listed on our website. **Please have your photo ID or library card available for library staff to view.**
- All BOOKS AND DVD materials will be lent out for a MAXIMUM of 1 week with no exceptions or renewals.

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- Upon return, all materials will be quarantined for three days before we can lend them back out again. The maximum number of books per patron is 5 and the maximum number of DVD's per HOUSEHOLD is 5 (those titles with more than 3 discs can only borrow 2 at a time).
- FISHING POLES AND TACKLE BOXES WILL BE LENT OUT ON A 3 WEEK BASIS. PARENTS MUST SIGN A PERMISSION SLIP IF THEY WILL BE ALLOWING ANYONE UNDER THE AGE OF 16 TO USE. (a picture will be taken of your signed copy for our records). It is the law that anyone over the age of 16 have a NYS Fishing License. All materials EXCEPT Fishing Poles and Tackle Boxes must be returned in our outdoor return drop box. Arrangements must be made with library staff for the return of fishing items or other items that cannot be returned in the outdoor drop box.
- **Pick up is not intended for:**
  - Accepting donations, paying fees, renewing items, placing interlibrary loans, renewing library cards, or applying for a library card.

We are all trying to keep everyone safe. If you find you have come in contact with someone who has tested positive for the COVID-19 virus while you recently used our curbside library service, please notify the library staff immediately (in addition to your county health department).

**Remember, we are all in this together.**

Thank you,

Mrs. Vicki Plude  
Library Manager/Director Fort Edward Free Library