How do I Participate in Curbside?

We’ve been getting many questions about our Curbside Procedure and we don’t want to leave you hanging. Read on for the ins and outs of Curbside.

**Placing a Hold**

1.) Go to [https://catalog.westchesterlibraries.org/eg/opac/home](https://catalog.westchesterlibraries.org/eg/opac/home)

2.) Type in the item you are searching for in the search box and click “Search.” Here is an example:

3.) Locate the item you are looking for from the Results list and click “Place Hold” to the right of the screen.
4.) You will then be asked to log into your library account. **HINT:** Your PIN Number/Password is usually the last 4 digits of your phone number.

5.) Once you are logged in, you will be prompted to look over your information. You can change anything that needs updating. Then press “Submit” at the bottom of the page.
6.) You should then get a Hold Successfully placed message. Congratulations! You placed a hold on that item!

Once your item is ready to be picked up, you will be notified by phone call, text or email. Please give us at least 48 hours from the time you placed the hold for the item to become available for you. Tom Petty said it best “The waiting is the hardest part.”
My Hold is Ready. Now what?

Now comes the fun part!! Come to the library during our Curbside Pick-up Windows. There’s no need to alert us beforehand, just come to the front, Croton Avenue entrance. Once there:

1.) Text “check-in” to (914) 918-0720 or head to [https://widget.uniquelibrary.com/configs/opl.html](https://widget.uniquelibrary.com/configs/opl.html) from your phone. If you do not have a Smartphone call us at (914) 941-2416, Option 1 for the Circulation Desk.

2.) Click on the link that is texted back to you

3.) You will be asked for your name and library card number. Fill in all of that information and press the pink “SEND” button.
4) You are now in a chat with the Circulation staff you know and love! Here you can let the staff know you are picking up for you and another family member, or if there is an item on hold that you wish to cancel or you can just say “hi!” We love to “chat!”

5) A staff member will now locate your items, check them out to you, and put them on the table to the left of the front entrance.

6) You may grab your items from the table and you’re all set!

We hope you enjoy this service!