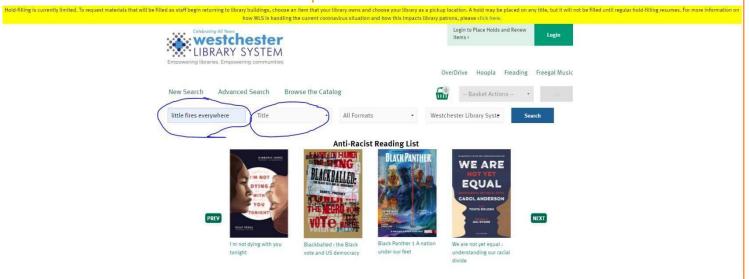
## How do I Participate in Curbside?

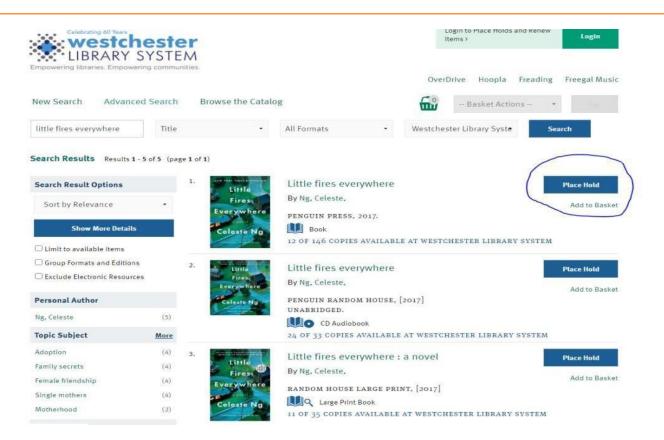
We've been getting many questions about our Curbside Procedure and we don't want to leave you hanging. Read on for the ins and outs of Curbside.

## Placing a Hold

- 1.) Go to https://catalog.westchesterlibraries.org/eg/opac/home
- 2.) Type in the item you are searching for in the search box and click "Search." Here is an example:

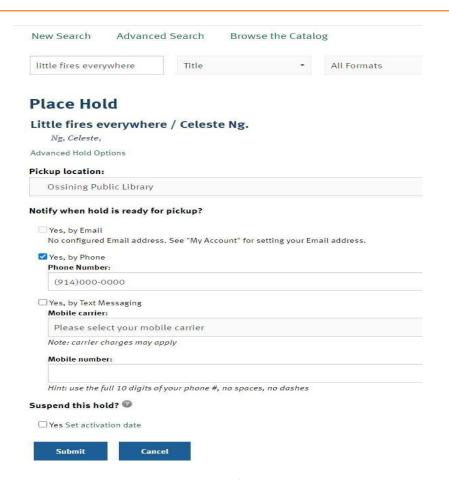


3.) Locate the item you are looking for from the Results list and click "Place Hold" to the right of the screen.



- 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.
- 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 Regular Hours. Please bring your cell phone and library card with you. There's no need to alert us beforehand, just come to the front, Croton Avenue entrance.

Once there:

- 1.) Call (914) 941-2416 and choose Option 1 for the Circulation Desk.
- 2.) Please inform the staff person on the phone that you wish to pick up your items Curbside.
  - 3.) The staff person will ask for your library card number to check the books out to you.
- 4.) The items will be checked out and put on the table outside the front Croton Avenue entrance.
  - 5.) You may pickup your items from the table and enjoy!

Thank you for using this service!