

# Reserving Items For Curbside Pick-Up

Please read all the information below

## Can I reserve items from other SWLS (South West Library System) libraries?

No. Delivery vans are not running at this time. However, it may be possible for you to arrange to pick up an item at another SWLS library. Call 924-3711 for more information.

## How do I know I am only searching for items owned by the Barneveld Library?

Log-in to your account through our webpage – [barneveldpubliclibrary.org](http://barneveldpubliclibrary.org). Please take a moment to verify your contact information under **Your Account > Your Profile**. This will ensure that we will be able to contact you to schedule item pick-up.

Next, change your preference settings under **Your Account**. (Settings in red will need to be changed)


Your Preferences > Default Scoping : **Barneveld's Materials ONLY** > Apply scoping to all searches? : **Yes** > 

This setting will remain for future log-ins until you change it back.



## How do I search for an item?

Type the title, author, or subject into the search bar and click the search icon. If the item does not appear, check your spelling. If the item still does not appear, Barneveld does not own the item.



## If I find an item I want, how do I know if it is available for check out?

To easily tell if the item is available, make sure to change your search view to list view  in the upper right corner. Look at the color of the dot under "Status" on the item entry.

If you see  the item is at the Barneveld Library and you can reserve it for checkout.

If you see  or  the item is not available at this time. If the item is currently checked out by a Barneveld patron, it could be returned to our library in the near future, but some of our items are stuck at other libraries and we cannot get them back. You can still put a hold on the item, but there is no guarantee it will be available until after normal business resumes.

## How do I reserve an item that I want?

Click on the hold button  and then click . Items that are available will be checked out to you, and we will call you to schedule a pick-up time. If an item you put on hold is not available but becomes available at a later date, you will be notified by phone or e-mail in the same way as before the quarantine, and we will call you to schedule an additional pick-up. **You may also call the library at 608-924-3711 or email [barneveldlibrary@gmail.com](mailto:barneveldlibrary@gmail.com) to reserve items, but please give the exact titles and authors of your requested items so that we can complete your reserves quickly and efficiently.**

## How many items may I reserve?

You may reserve 10 items per library card. To help protect yourself and others, please reserve all the books you need whenever possible to avoid frequent trips to the library for curbside pick-up of just a few books.