Procedures for picking up library materials and special requests via Curbside Service – Starting April 26, 2021

1. Patrons may submit reserves for any circulating material though the online catalog or the online children's catalog with their library card number and telephone number, or via telephone by calling 575-746-4252. Limits on reserves are twelve (12) per card at a time. Pickup times are Tuesday through Saturday, 10:00 a.m. to 4:00 p.m. Reserves must be placed by 5:00 p.m. the night before pickup (items requested on Saturday, Sunday, or Monday will be available on Tuesday).

2. Other items available for curbside service are items printed with our remote printing system, Princh, tax forms, legal forms, and craft kits. You can make arrangements for legal forms by calling 575-746-4252.

3. Library staff on duty will fill the requests to the best of their ability and rubber band items together. We will continue to do our best to clean the books and practice safe handling practices while processing your items.

4. Staff will call the requesting patron and confirm the reserve(s) or request(s) have been filled. Please wait until you receive a call before proceeding to the library, even if you receive an email or text. Staff will confirm your identity, check items out on your card, and provide pick up instructions during the call. Any other special arrangements can be made at this time. Items not picked up within a week will be removed from your account and returned to circulation.

5. When you arrive for pickup, please park in the designated space on the east side of the building (on 2nd Street next to the round-about). Once you arrive, call staff at 575-746-4252 and someone will walk your items to your car. You do not need to exit your vehicle.

6. If you are returning items, please enter the parking lot and proceed to the book drop.

Please see attached map for location of curbside pickup.

W Quay Ave
W Quay Ave
W Quay Ave
W Quay Ave
W Quay Ave

S Roselawn Ave
S Roselawn Ave
S Roselawn Ave
S Roselawn Ave

S 2nd Rural St
S 2nd Rural St
S 2nd Rural St

ENTER

EXIT

BOOK DROP

Curbside Procedure:

1. Enter 2nd Street from West Quay Ave.

2. Park in one of the parking spots on the street on the East side of the Library

3. Stay in your vehicle and call the library at 575-746-4252

4. After giving your name and vehicle type, a library staff member will bring your items to your car

5. Enjoy your items!