Browsing & Borrowing By Appointment

While the Hillside Public Library continues to offer Curbside Pickup, we are excited to include Browsing & Borrowing By Appointment as the library continues along its reopening plans.

Beginning Monday, August 24th, patrons will be invited to enter the library to browse the library’s collection and borrow materials. **Appointments to enter the building are required.**

Here’s how the Browsing & Borrowing By Appointment process will work:

1. Please make a reservation using the library’s online Program Calendar ([http://hillsidelibrary.info/events](http://hillsidelibrary.info/events)) to secure a Browsing appointment.

   Please choose which Department (Adult or Juvenile) you would like to Browse and Borrow in. **Patrons will be restricted to only entering the Department that they register for.**

2. Arrive at the library on the day and time of your appointment and check-in with Library staff at the main entrance.

Please note the following:

- A maximum of 1 appointment per day, per patron is permitted.
- Appointments are limited to 30 minute sessions.
- A limit of **10** items, per patron, per appointment.
- Access to patron computers, photocopiers, and restrooms are unavailable at this time.
- The Browsing & Borrowing service is only for browsing library shelves and checking out library materials. Patrons **will not** be allowed to congregate, sit, or, read in the library.
- If patrons make an appointment that they are no longer able to keep, please email the library at contact-us@hillsidelibrary.info and then make a second appointment on the library’s Program Calendar.
- Library doors will be locked 10 minutes after each appointment. Please be on time for your appointment.
- For the safety of all patrons and staff, please adhere to safe social distancing and in accordance to NYS guidelines, **face masks covering both noses & mouths are required** when entering and browsing at the library. Gloves are recommended.

9/21/2020