Hillside’s Curbside Pickup Instructions

The Hillside Public Library is happy to offer curbside pickup for library materials.

Here’s how the curbside pickup process will work:

1. Using the library’s online catalog (http://encore.alisweb.org/), reserve items (books, audiobooks, movies, and music) to be picked up at the Hillside Public Library.

2. Once the items are available and pulled from the shelves, you will receive an automated email message from the library indicating that your reserves are ready.

3. Upon receipt of that email, please make a reservation using the library’s online Program Calendar (http://hillsidelibrary.info/events) to secure a pickup appointment. When making curbside appointments, please allow one hour between the time reservation is made and the selected pickup time.

4. Arrive at the library on the day and time of your appointment and pick up your reservations. Items will be bundled and labeled with the patron’s last name on a table in the front of the library.

Please note the following:

- A maximum of 6 items (books, audiobooks, movies, and music) per patron are allowed to be reserved.
- Please note that there may be a delay in processing and fulfilling requests at this time.
- After receiving the automated email that your materials are ready for pick-up, patrons have 5 days to secure a reservation time and pick-up the books. After the 5 days, the items will be returned to the shelves for circulation.
- 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.
- All returns must be placed in the library’s book drop.
- For the safety of the public and library staff, all materials will continue to be quarantined for at least 96hrs. before they will go back into Circulation for additional reservations.
- Please adhere to safe social distancing and in accordance to NYS guidelines, face masks covering both noses & mouths are required when arriving curbside to pick-up your items.

*revised 8/20/20*