



## **Great Lakes MWR Library Curbside Pickup** (Effective 22 June 2020)

### **Getting started:**

- Open to all eligible library users: active duty, dependents, DoD civilians and contractors, reservists and retirees.
- Email us at [grlkmwrrecdivisi.fct@navy.mil](mailto:grlkmwrrecdivisi.fct@navy.mil) or call 847-688-4617 to let us know you are interested in checking out library materials.
- Be sure to provide your name, phone number, and email and we will contact you to arrange for pick-up.
- If you have not yet registered as a library user, we will also ask for some additional basic information.
- You can search our catalog at <https://eosfcweb01.eosfc-intl.net/N30012/OPAC/Index.aspx> to see what is available. Let us know if you are looking for something but do not see it listed.
- Once received, customer orders for library materials will be processed Monday- Friday between 0800-1600.
- At this time, you cannot remotely access your account or place items on hold.
- Do not come to pick anything up, until we have confirmed it is available and scheduled the time.

### **Picking up Materials:**

- Drive or walk to the front entrance of B617.
- Call 847-688-4617 to let us know you have arrived.
- After we confirm you have items ready for pickup we will bring them out.
- Have your military id ready to show the staff person.
- We will hand you a bag with your items or you can open your trunk and we will place the bag there.
- You must follow social distancing and mask guidelines to pick up items.

### **Returning Materials:**

- Materials can be returned in the book drop in front of B617 – open 24/7.
- Items will be quarantined for 3 days, before they are put back on the shelf or checked out to another person.

**For more information call 847-688-4617 or e-mail [grlkmwrrecdivisi.fct@navy.mil](mailto:grlkmwrrecdivisi.fct@navy.mil)**

MWR's web site: <https://www.navymwrgreatlakes.com/covid-19>