



# Instructions for Contact Free Pickup

At this time there is no entry into the building

## ORDERING MATERIALS

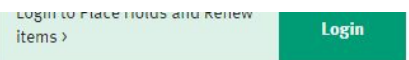
- There are several ways to order materials from the library. There is no access to the building so use one of these methods to order:

**1. You can place the items on hold in the catalog using your library card and PIN number.**

-Go to [westchesterlibraries.org/](http://westchesterlibraries.org/) Click the Account/Catalog tab

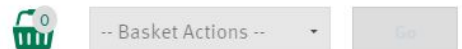
-Sign into your account (if you are unsure of your info please contact us)

-Limit the search to Bedford Free Library. There are no items being transferred between libraries at this time.



OverDrive Hoopla Freeding Freegal Music

New Search Advanced Search Browse the Catalog



Search  Keyword  All Formats

Bedford Free Library

-Search the catalog and items that are available at BDV will populate your search.

The screenshot shows a search interface with a search bar containing 'the carrot seed'. Below the search bar, there are dropdown menus for 'Keyword', 'All Formats', and 'Bedford Free Library'. A blue 'Search' button is to the right. Below the search bar, it says 'Search Results Results 1 - 5 of 5 (page 1 of 1)'. On the left, there is a 'Search Result Options' panel with a 'Sort by Relevance' dropdown, a 'Show More Details' button, and two checkboxes: 'Limit to available items' and 'Group Formats and Editions'. The main search result is for 'The carrot seed' by Ruth Krauss, published by HarperCollins in 1973. It is a book. The cover image shows a carrot seedling. To the right of the book title is a blue 'Place Hold' button and an 'Add to Basket' link. Below the book title, it says '47 OF 55 COPIES AVAILABLE AT WESTCHESTER LIBRARY SYSTEM MEMBERS' and '2 OF 2 COPIES AVAILABLE AT BEDFORD FREE LIBRARY'.

-Place the hold, be careful to choose which format (CD audiobook, Large Print etc.) you want. On the next screen fill out contact info and hit submit.

-You will be notified when your hold is available.

## 2. You can also download the Westchester Library System App to your phone and order materials!



-App is available for both iPhone and Android devices.

-The app is a great way to check on the status of your account and has a digital card which is handy.

## 3. You can email us and request items at [bflbooks@wlsmail.org](mailto:bflbooks@wlsmail.org)

-Give us the titles of the materials that you want. Or if you want a selection of themed books for example: picture books about the Fourth of July. We are happy

to pick materials out for you.

-Make sure you let us know the best way to contact you so we can let you know when materials are ready.

#### **4. You can call us during the following hours:**

**Monday-Friday 10-4**

**Saturday 10-2**

-We will pull available items and let you know when items are ready for pickup.

#### **PICKING UP MATERIALS AT THE LIBRARY**

1. When you have been notified that your materials are available you can head to the Library. **No need to make an appointment.** We are open the following hours:

Monday-Friday 10-4 and Saturday 10-2

2. The materials will be in a brown paper bag on a table in front of the library. Please remember when you are picking up:

-Masks are required!

-If there is a line please make sure you are 6 ft. apart and not blocking foot traffic in front of the library.

-Only one person can approach the table at a time. Wait at the entrance to the pathway until the person in front of you has picked up their items.

-The bags will be in alphabetical order and your name will be marked clearly on the bag.

-If you can't find your items on the table please call 914-234-3570 and we will assist you

-Please be patient, this is new for all of us!