

## **Dermott O'Toole Memorial Library**

### **Instructions for Ramp-Side Checkout & Return Service**

*Now Two Days a Week Starting June 16!*

*Tuesdays 1 - 4 pm & Saturdays 12 - 3*

#### **How to Review Collection & Make Requests**

1. Search our Library Catalog Online at <https://18369.rmwebopac.com/>
2. Search DVD & New-Items List: available on eBB TIDES & email
3. Email requests to domltke@gmail.com Or,
4. Call/leave a message request at 736-2248

#### **Picking Up your Requested Items & Returning Items**

1. One person on the ramp at a time. Look for "Ramp Open" sign displayed in the Library's front window. If sign says "Ramp Occupied" please wait your turn. If you meet someone coming down the ramp, please return to the front of the library until they exit the ramp.
2. Ramp is reserved for Ramp-side Services during this time. If you need to use Library Wi-Fi, please stand in some other location than the ramp.
3. Please social distance (6 ft between you and other person) and wearing a cloth face mask is encouraged while waiting and on the ramp.
4. Proceed up ramp and signal to the librarian from the children's section window at the top of the ramp. Wait at the "Wait Here" sign.
5. Librarian will place your items on the ramp outside the back door.
6. Once librarian is back inside the library, pick-up your items.
7. If you have items to return, place them in the "Return" tote by the back door. Returned items will be quarantined for 3 days.
8. Please exit the ramp in a timely manner so the next person can enter.

**THANK YOU!**