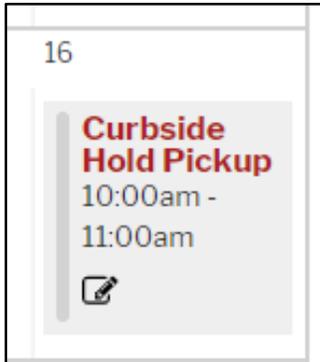


## How to register a curbside pickup time for holds

After you have placed items on hold in our catalog, please wait until you get a notification (email, text, automated phone message) that the holds are available. If the items were available in our library, we should have them ready within a day. If the items were checked out by another patron or belong to another library, it will take longer for you to get them.

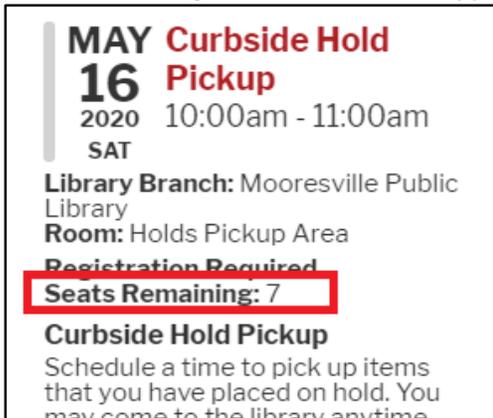
When you have received your notification:

1. Go to <https://mooreville.librarycalendar.com/>
2. You will see our events Calendar. Look for a date with Curbside Hold Pickup.

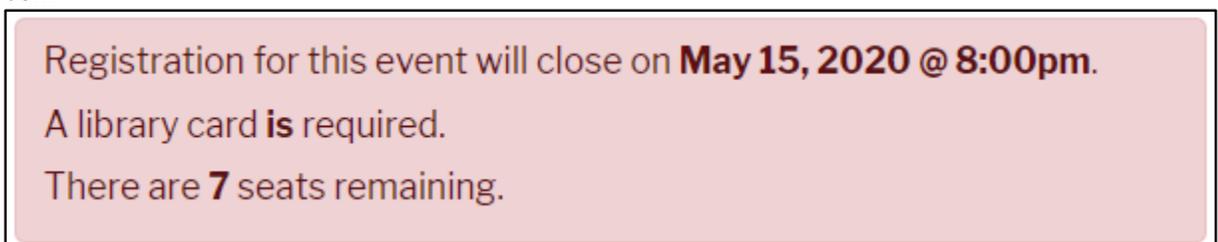


Appointment times are in one hour increments. There are a limited number of appointments or “seats” for each one hour block. There are two ways to see how many appointments are available for an appointment block.

- Position your mouse over an appointment block, and a box will appear on the side. Look for “Seats remaining” for the number of appointments available.



- OR, click on the appointment block, and you will see the number of seats remaining in the pink box:



3. Click on the appointment block for the time that you want that has seats remaining.
4. Under the description you will see a form under Registration. Please fill out all the fields that appear under "Add Registrant"

**Registration**  
**Add Registrant**

- First Name and Last Name need to match the name in your library account:

First Name \*

Last Name \*

- You NEED to supply your library card!! This is very important. Without entering your library card, the registration will not go through.  
Under Do you have a library card?  
Click Yes, and the field for your card number will appear:

Do you have a library card? \*

No

Yes

Library Card \*

Enter the 13 digit number on the back of your library card. Completing this accurately helps us retrieve and check out your items more easily.

- Be sure to enter your email and phone so that we can contact you if we have any questions.

Email Address \*

Phone Number

- If you have any instructions for us (such as not wanting your items in a plastic bag or to place your items in your trunk), please write them in the Special Notes field.

Special Notes

- Under “How did you hear about this event”, please select one of the options. We appreciate knowing how you heard about curbside pickup service, so that we can better inform others of this service.

How did you hear about this event?

Library Website ▼

- When you are ready, click “Register”:



5. You will immediately receive an email with the Subject “Successfully registered for...” In this email, you will also receive a link, if you need to cancel the appointment. If you did not receive this email, you may need to check your junk mail folder. If it does not appear there, your appointment did not go through.

### At your appointment time:

You can go to the library at any time during that one hour block. Please call the library main desk (317-831-7323) and tell us you are here. We will ask your name.

A staff member will take your items out to a table that we will have just outside of our main entrance. The staff member will place the bagged items on the table for you to pick up. We ask that you maintain a 6-foot distance between you and our staff members, so please wait for them to step away for you to get the items. For safety, we will not directly hand your items to you in your car. If requested, we can place items in your trunk or rear cargo area, if you can open your trunk or door at a distance.

If you need any help or have any questions, please message us through our website (<https://moorevillelib.org/>). Click “Got Questions?” and we will get back to you as soon as possible.