



Curbside delivery begins May 12th!

ROACHDALE PUBLIC LIBRARY

Roachdale Public Library

100 E. Washington Street, Roachdale
765-522-1491 roachdalepl@tds.net

Curbside Hours:

Monday - Wednesday Noon-6pm
Thursday & Friday Noon-3pm

1. You can make your selections at any time of the day or night using one of these methods:
 - Send us an e-mail with items you would like to request: roachdalepl@tds.net
 - Send us a Private Message on Facebook (Roachdale Public Library) & list items you would like to request
 - Call and leave us a message (522-1491) with items you would like to request
 - Go to Evergreen to choose items you would like to place on hold:
https://evergreen.lib.in.us/eg/opac/login?redirect_to=%2Feg%2Fopac%2Fmyopac%2Fmain

You will enter your library card number & the last 4 digits for your PIN. Make sure you are selecting "Roachdale-Franklin TWP PL" as your library. When you locate an item, click "place item on hold". At this time, you may place holds from other libraries, but the time will be greatly extended as libraries will BEGIN utilizing Inter-Library Loans next week. Not all libraries are open for curbside, and some are choosing not to transit books to other libraries at this time. (Not sure how to use this? Call and we can walk you through the process!)

****Note: We will also have a listing of pre-prepared options each week listed on our Facebook page (Roachdale Public Library). You may also select from these!***

2. Our staff will gather your selections. If we do not have an item you requested, we'll call to see if you'd like a substitution. Just looking for a specific author or need a recommendation? Let us know & we'll be happy to help. Staff will be in the library building from 11am-3pm Monday-Friday to answer phones beginning Monday, May 11th. We are also working remotely outside of those hours. If you get the answering machine, please leave a message. We may be on another line or unable to get to the phone.
3. Staff will call when your selections are ready to pick up. Arrange your pick-up time during our curbside hours & we'll bring your items out to your vehicle. Pop your trunk or roll down your rear window, we'll place your items inside, and you'll be on your way! Books & magazines will still check out for 3 weeks, movies for one week. We understand for some people, this may be one of the few times you are getting out of the house, so we have extended the time frame for movies. We will still have a 5 movie limit (one TV series season counts as 2 movies). **NOTE: If you are NOT in a vehicle (walking/bike riding rather than driving to the library) please let us know when we call to let you know items are available for pickup – we'll place your items on a table in the front entrance & you may pick them up there **
4. All items should be returned to the drop box on the side of the building. If you are done with items and are able to return them early, we encourage you to do so. Please understand with additional quarantine & disinfecting procedures, it will be up to one week before a returned item is able to be checked out again by another patron.

Why are the movies in paper sleeves? In order improve handling & disinfecting of plastic surfaces: all movies, audiobooks, and CDs are checked out & placed in paper sleeves. The case remains in the building with a check-out record. Place the movies back into the paper sleeve & all of them into the padded envelope when returning.

Returning items: All items should be returned to the drop box located on the west side of the building. Please make sure all movies, audiobooks, and CDs are placed in the padded envelope. If you are picking up items from curbside, you will still need to place returned items in the drop box.

What happens when items are returned? All items remain are removed from the drop box daily and quarantined for 3 days. At that time, items are checked in according to the date returned & moved to a disinfection station: discs are removed from the paper sleeves and disinfected with a 70+% alcohol content wipe & allowed to air dry before being returned to the case.