



# SOUTH PARK TOWNSHIP LIBRARY

2575 Brownsville Rd. South Park, PA 15129

412-833-5585

southpark@einetnetwork.net

## 9/1/20 Update



**NEW HOURS BEGINNING 9/1**  
**M-TH 10-7 & SAT 10-2**



The Library is now open to the public for **LIMITED** services. While we will continue to offer vestibule pickup services, patrons will now also be able to check out at the front desk, browse for items, and use the computers.

- You **MUST** wear a face mask at all times inside the Library.
- High touch areas such as counters and tabletops are disinfected regularly.
- Hand sanitizer is available throughout the Library for your use.
- We are under a limited capacity order and ask that patrons please conduct their transactions and not linger so that we can accommodate as many patrons as possible during our operating hours.
- Computer usage will be limited to **one hour per patron per day** to accommodate as many patrons as possible. Additionally, only half of the computers will be available for social distancing purposes.

- Our playroom and seating areas will be **closed**.
- Only one family or patron at a time will be allowed in the Children's section for social distancing purposes.
- Our exterior drop box is open 24/7. Please note that all items are quarantined for a minimum of 4 days before checked in and will remain on your account during the quarantine period. You will not be charged late fees during quarantine.
- Our online request system is fully functional. Please understand that items are quarantined at the shipping center and upon arrival at the Library so items will be shipping slower than usual.

Thank you for your patience and understanding during these uncertain times. We are doing everything we can to restore our services as quickly and safely as possible for our patrons and staff. Keep in mind that there are 50+ library locations in the county, and while we work together, we are all in different stages of reopening. If you choose to use a different library, contact them prior to using their services as they may not be at the same stage of reopening as South Park.





**Last Updated September 1, 2020**

We're adding hours to our Vestibule Contactless Pickup!

**NON-CONTACT PICKUP HOURS\***

MONDAYS from 10AM – 7PM

TUESDAYS from 10AM – 7PM

WEDNESDAYS from 10AM - 7PM

THURSDAYS from 10AM – 7PM

SATURDAYS from 10AM – 2PM

\*Pickup hours are subject to change.

## **FREE LIBRARY SUBSCRIPTION BAGS!**



The Library will be creating subscription bags for patrons that include books, DVDs, CDs, games, crafts, and more!

Fill out one of the forms below to let us know your preferences for subscription frequency (weekly, twice a month, monthly), number of items they would like to receive, types of items, reading preferences, age range (for children only), etc.

Based on this information, a staff librarian will create a custom subscription bag that meets your need or the needs of your young reader. Your assigned librarian will contact you to determine a regular pickup date, gather any additional information needed, and act as your point person for any additional needs or changes after the subscription is established.

This is a free service that can be cancelled or modified at any time, and you can still place holds separate from the subscription boxes.

Register for an Adult Subscription Bag:

<https://docs.google.com/forms/d/e/1FAIpQLSd-5dKjalBwuE21egCW-87-hPJ40J6S4usbe8a2Trjllkoriv/viewform>.

Register for a Kids Subscription Bag:

[https://docs.google.com/forms/d/e/1FAIpQLSe6evMnEEIQuk\\_LYoK-BpNQ7Y7k3HGUNq4M5rZ9RrRbEZOfjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe6evMnEEIQuk_LYoK-BpNQ7Y7k3HGUNq4M5rZ9RrRbEZOfjQ/viewform).

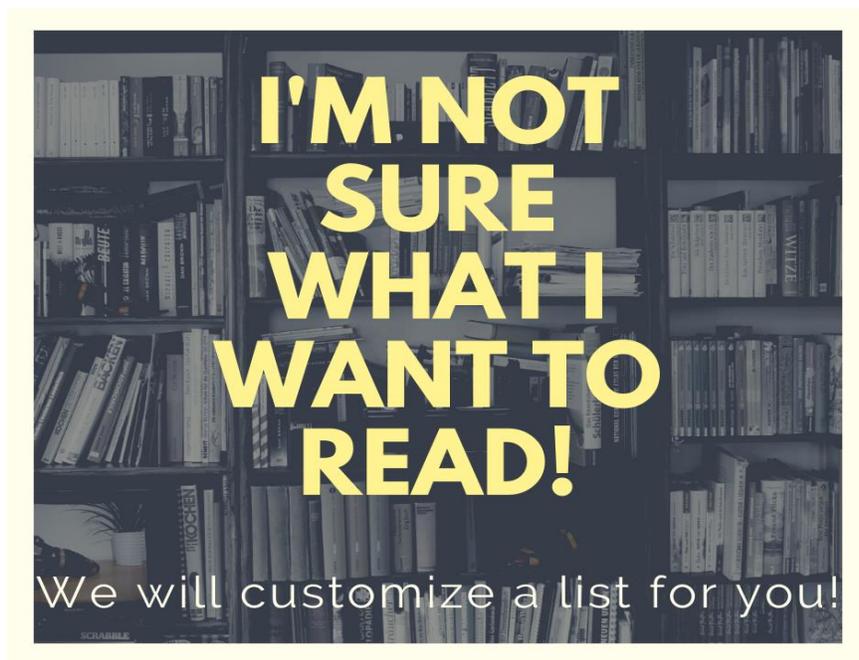
## You can now place holds on your account!



- Getting items is now easier! The **Request Feature** is now available to place holds for library items. We are continuing to offer our contactless vestibule pickup service, but now you can place holds on your own. You are still welcome to call us for assistance or for recommendations. We have hundreds of new best seller books and DVDs available!
  - Go to your account at <https://librarycatalog.einetwork.net/> to see what's available and place holds. You will receive an automated phone call or email when your items are ready for pickup. When your items are ready and are available for pickup, call the library **(412-833-5585)**, and we will check your items out to you and place them in the vestibule.
- \*\*** Please understand the fulfillment of holds will take longer than usual as each library and the shipping center are quarantining all items for 96 hours upon receiving them. This procedure is being done with an abundance of caution for your safety and the safety of all staff members. Thank you!

## How do I make a request for Pickup?

- Go to our Online Catalog at <https://librarycatalog.einetwork.net/> and search for whatever you are looking for.
- Alternatively, patrons can visit the Classic Online Catalog at (<https://iisys1.einetwork.net/search>) and use the drop down box below "Look in the Following Location" to select **All Libraries** to search for items throughout Allegheny County or search for items at a specific library such as **South Park Twp**. Searching for items at a specific library will limit your search results to items that are owned by that particular library and will tell you if they are available or not.
- Please use the Online Catalog or call ahead to request South Park Library items before arriving for pickup at **412-833-5585**.
- When you are headed to the library or arrive at the Library for pickup, please call us at **412-833-5585**. Library staff will check out items to your account and place them in the vestibule in a bag labeled with your name.
- The pickup is non-contact, but masks are still encouraged. Please only enter our vestibule, one person at a time for social distancing purposes.



Choose one of the links below to tell us about your reading preferences, and we will contact you with a customized list for your preference!

[I want a customized fiction list.](#)

[I want a customized non-fiction list.](#)

[I want a customized kids list.](#)

Please allow our Library staff a couple days to compile a list. We will contact you when your custom list is ready, and we will be happy to arrange a pickup time to get your items.

## I Don't Have a Library Card. How Do I Sign Up For a Library Card?



If you don't have a Library Card, you can register online for one online at <https://librarycatalog.einetwork.net/MyResearch/Login?showRegistration=true>. Patrons can use that number to request items and use digital resources. Our Library staff can switch it out for a physical Library Card when we reopen.

## **Sign Up for Our Virtual Programs!**



We have virtual programs for adults, teens, and kids daily! Check out our [calendar of events](#) to register!