

# HOW TO PLACE A CURBSIDE ORDER



**01**

Go to <https://tinyurl.com/dtahb5n3> and log into your account with your library card.

**02**

Place the items you would like to pickup on hold.

**03**

We will call you to let you know your items are ready to pickup. When we call let us know you would like to setup a curbside pickup time.

**04**

Park in the designated parking spot and call us at 260-563-2972 and we will bring out your materials.

**05**

If you are having trouble logging into your account or would prefer to place your order over the phone please call us at 260-563-2972. Pickups will be available from 9-7:30 Monday-Thursday and 9-4:30 Friday & Saturday. All orders placed after 5:30 on Monday-Thursday and after 2:30 on Friday & Saturday will not be available until the next business day.