

Directions for using Bell Memorial Library services during the pandemic.

We are very excited to be able to finally begin offering curbside Library services to our community. We have been working diligently to provide you with effective and SAFE service, but we are still learning, so bear with us.

Curbside pickup beginning Monday, May 11:

Library card holders with an established online account can login to their account and place holds on items (either books, magazines, newspapers etc.). The system will then generate a report for the Library staff to pick the items off of the shelves and check them out to you with your Library card number. If you do not have an online account, no problem, just call us at either (574) 353-7234 or (574) 551-9007 or e-mail us at sboggs@bell.lib.in.us and we will be happy to complete your order.

The biggest change for you will be checking out DVD titles. We no longer circulate the DVDs in their original case. DVDs are now placed in paper sleeves and put in padded envelopes. When returning the DVDs, put the DVDs in the padded envelope and secure the top flap with the adhesive strip. **DVDs MUST BE RETURNED IN THE PROVIDED PADDED ENVELOPE.** Your account will be charged for any damaged DVDs.

After your order is processed, you will be contacted to make arrangements during that day's curbside hours. When you arrive at the Library, simply call (574) 353-7234 or (574) 551-9007 and let us know that you have arrived in the Library's parking lot. Do be sure to tell us the color and model of your car! Pickup times are Monday, Wednesday, Friday and Saturday 10:00-2:00; Tuesday and Thursday 4:00-6:55.

When ready your materials will be cleaned, placed in a large black trash bag and labeled with your name and a description of your vehicle.

Material requests:

If we happen to not have a title you need, please let us know. We will either purchase the material or request it via Inter-Library Loan. Please note that Inter-Library Loan is only now coming back online, so you might need a few weeks for your request to arrive.

Library card applications:

Just call or e-mail us and we'll make arrangements to get a Library card application to you as soon as possible.

Material returns:

All returns must be currently made through the Library's book drop on Main Street near the employee entrance. Materials are cleaned as they are returned and then quarantined for 24 hours prior to being checked in. **WE DO NOT CHARGE FINES.** But we appreciate materials being returned near their due date.

Miscellaneous:

Photocopies, faxing services or computer printouts are certainly available just call either

(574) 353-7234 or (574) 551-9007 or e-mail Mr. Boggs at sboggs@bell.lib.in.us for arrangements. There will be no charge for small amounts of photocopies (10 or less) and faxes (10 pages or less). The documents can be picked up from the trunk of your vehicle or you can put the documents in a large envelope and put them in the book return. Do remember to include detailed instructions including your contact information etc. Computer print jobs should be sent to Mr. Boggs at his e-mail address above. Notary service is currently unavailable.

Online resources:

We offer Hoopla and Axis360 as our current online services. You'll need a Library card to access these services, so just contact us and we'll make arrangements for you.

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