

## Curbside Checkout

Beginning on Monday March 23<sup>rd</sup> and until the library reopens, the Putnam County Library will be offering Curbside Checkout to its patrons who are in need of materials. This service will only be available at the Cookeville Branch due to logistical reasons.

Service provided: **10am-6pm Monday-Friday**

(Hours subject to change)

### Placing Holds Online

1. Browse for materials on our catalog at [www.pclibrary.org](http://www.pclibrary.org)
2. Click "Place Hold" on items you would like.
3. When you get your notification (phone call, text, or email, depending on how your account is set up) you are welcome to come by and we will have your materials ready.

### Picking Up

1. When you are here and ready to get your materials, give us a call at **(931) 526-2416** to let us know you are here.
2. We will ask you for the **library card number** used to place the materials on hold and the **vehicle** you are in.
3. We will bring the materials out to you. You don't even need to get out of your car!

### Need Help?

Simply call us at **(931) 526-2416**. We can walk you through your online account or you may place a hold via phone.

### Returning Items

We encourage all patrons to return materials through the outside book drops at any time.

**\*Outside book drop returns can be done at all branches\***

### Reference questions?

We're here to help! Give us a call at **(931) 526-2416** and we will do our best to help if we can!

Putnam County Library  
50 East Broad Street  
Cookeville, TN 38501