What Do Curbside Library Services Provide? How do I use the online catalog to request materials?

"Curbside" is a safe way to provide basic library services, such as checking out books, DVDs, guitars, etc. With modifications (see below) we're also able to provide copy, fax, print, scan to email, and 3D print services.

How to find and request Library materials

- o **<u>IMPORTANT</u>: PLEASE READ <u>ALL</u> INSTRUCTIONS—OR PRINT INSTRUCTIONS TO REFERENCE BEFORE VISITING OUR ONLINE CATALOG**

- o When ready, visit our online catalog at http://catalog.alpinecountyca.gov:8080/#section=home
- o If you know what you're looking for, type the title or author name into search box and browse results to see if we own it.
- o To BROWSE our WHOLE collection, please do the following:
  - ▪ Go to the online catalog and in the search box, type a forward slash (looks like this: /) This will allow you to search the Library's entire collection (approximately 35,000 items).
- o Items will show up in order of "relevance" (the default sort order). You can change the sort order to whichever is most useful for you--"Recently Added" , Publication Date", "Author", "Title", etc.,.
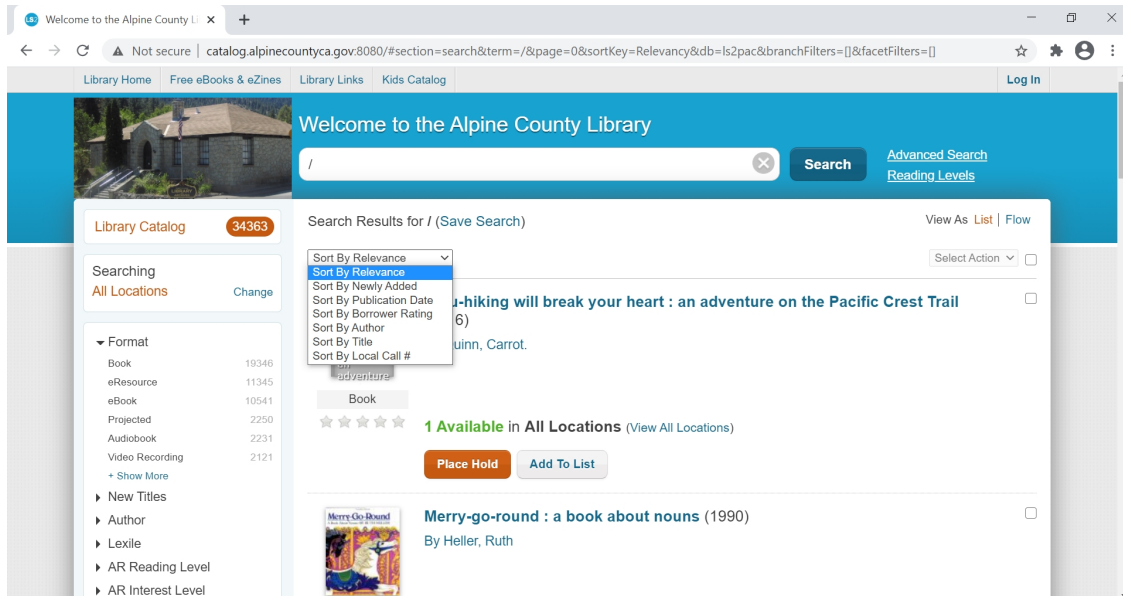
- o **Please use filters to find the materials you want.** We offer many *physical* items (books, cds, dvds) but also many *digital* resources (eBooks, eResources).
  - ▪ *Hint*. If you only want eBooks, it's easier to search Library to Go/Overdrive
- o In the left margin are several choices for filtering the results according to what you need. You can filter by *Format, New Titles, Author, Series, Collection, Lexile, AR Reading Level*, , etc.
  - • For example if you want only audio books (on CD), choose "Format" and scroll down to "Audiobooks"
  - • If you want to search a collection, such as McNaughtons, search under "Collections"
    - o There are <u>several</u> collections and all do not show at once. You will need to select "see more" to display them all
- o When you find what you want, call or email the library (see below) to request your item(s) and schedule a time to pick them up.
- o At the scheduled time, staff will place your items outdoor on a cart marked "Library Curbside Pickup" or deliver them to the back hatch or trunk of your vehicle (if requested).

- When available, You can also choose to have your requests delivered to your Bookmobile stop in Sierra Pines, Hung-a-lel-ti, Woodfords and Kirkwood.

Curbside fax/copy/scan to email/printing services

- Cardholders (and non-cardholders) can email documents to be printed, scanned/faxed/copied
- Staff will make arrangements for document pick-up and for the collection of any fees due
  - Money (in exact amount) can be submitted through book returns
- Paper documents (to be faxed, copied, scanned to email, etc.) can be submitted through book returns but will be quarantined for 72 hours before processing

Curbside 3D Printing

Complete and submit the 3D print request form online
- Email your .stl file to library@alpinecountyca.gov
- Library staff will call to arrange a time for pickup when printing is complete

Markleeville Library   library@alpinecountyca.gov   (530) 694-2120
Bear Valley Library   tschoettgen@alpinecountyca.gov (209) 753-6219