



Email: [info@emmetsburg.lib.ia.us](mailto:info@emmetsburg.lib.ia.us)  
Website: <http://www.emmetsburg.lib.ia.us>

707 North Superior Street  
Emmetsburg, Iowa 50536  
Phone: (712) 852-4009  
Fax: (712) 852-3785

## 5.25 Curbside Services Policy

The Emmetsburg Public Library welcomes the opportunity to serve its patrons in the manner that is most convenient to them. As such, the library makes available the following curbside services:

**Materials Selection/Retrieval:** Patrons may contact the library by phone, email, or directly through the library automation system's patron-accessible catalog (PAC) to request items be held for them. They may also request the library staff select a given number of items for them if doing so by phone or email. Requests through the PAC will require a follow-up call to the patron to schedule pickup.

**Copies/Printouts/Faxes/Scanning Documents:** Just as in-library service, patrons can arrange to arrive curbside where they can present original documents or computer files on removable media to be copied, printed, faxed, or scanned. Pricing for these services is the same as for in-library service.

**Library Card Sign-Up:** Patrons may arrange to arrive curbside in order to fill out a library card application. The library staff will bring a library card application on a clipboard to the patron curbside. Upon completion of the application and with everything

in good order, the patron's new library card will be issued to them.

Adopted by the Board of Trustees: April 2021

Scheduled for Review: March 2024