

Grab & Go Library Services

LISD librarians understand the importance of literacy, continued reading, and access to materials. Virtual learners will be able to check out books through a curbside pickup service from their home campus only. The Library Curbside program will follow safety guidelines from the [CDC](#), [Institute of Museums and Library Services](#) and LISD and will continue to adapt as needed.

A classroom delivery service will be provided to students on campus.

Reserve/Place Book on Hold

1. Log into your LISD library account, search the catalog for books and place a hold on the books you want.
 - Hold Limit: Up to 5 holds per student can be placed for Curbside Pickup Service.
 - Students can have up to 10 books on their record. 5 checkouts and 5 returned but in quarantine.
2. Library Staff will check out books to the user when available.
3. Please wait for a notification that your requested books are ready.
 - While our goal is to fill every request as quickly as possible, patience will be key.
 - Please keep in mind that titles currently checked out will have a longer wait period.
 - You will be notified via school email when holds are ready.
Your campus library will hold your item(s) for upto 5 days after notification.

Pick Up Procedures

1. Please go to the library's Curbside Pickup location.
 - Fridays from 9:00AM to Noon in front of the school.
 - Remember to return books when you stop by to pick up your books.
2. Please place your student's name and student ID number in the vehicle window.
3. Staff will place items in your trunk.
 - For everyone's safety, please remain in your vehicle.
 - Library staff will maintain social distancing.

Returning Books

1. Exterior book drops will be available during the day at the front of the school.
2. All items will be quarantined for a minimum of 96 hours to ensure that returned items are safe to use. [IMLS2020](#)
3. Staff will check in items after the quarantine period.
 - a. Please note that due to the high volume of returns and increased processing times, returns may take longer than usual.
 - b. We appreciate your patience.
4. Check your library account to verify checkouts and returns.
5. As a courtesy to all students, please return your books in a timely manner.

FAQ

For questions not answered below, where can I get help?

Please email your campus librarian, Ms. Thompson, at thompsona@lisd.net

Who can use Curbside Hold Pickup Service?

Students learning from home will utilize curbside pick-up at their home campus.

Students on campus will have the opportunity to utilize classroom delivery service on campus.

May I check out books from other campuses?

No. You can only put books on hold from your home campus library.

Will I be fined for items I had checked out during the closure?

No. We do not have fines for late or overdue books.

What safeguards are in place with regard to items being reissued?

In order to safeguard the health of patrons and staff, our Library is quarantining all items for 96 hours upon their return.

Are there any library resources I can use while library locations are closed?

Yes, e-Books and audiobooks can be accessed and downloaded 24/7 from Sora. Can I pick up books on hold if I still have books checked out?

Yes, but remember, as a courtesy to all patrons, please return your books in a timely manner.

Am I able to renew books?

No. At this time, students will not be able to renew books. All students have a two week checkout.