

The Fort Plain Free Library

Curbside Service

Begins June 22nd!



To Check Out Books and Other Items:

- Visit **pac.sals.edu** to browse and request items from our online catalog, or call the library at **518-993-4646**. We will call you when your items are ready to be picked up!
- When arriving at the library for pickup, please call us at **518-993-4646** so we can bring your items out to you! (If you don't have access to a cell phone, please call ahead to arrange a pickup time.)

To Return Items:

- Library materials can be returned at any time through the book drop, located just to the left of the main entrance.

Hours: 10 - 5 Mon - Fri • 518-993-4646 • fortplainfreelibrary@gmail.com

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To Print:

- Email the library at **fortplainfreelibrary@gmail.com** with the document you would like to have printed. This can be an attached document or a link to a web page.
- Where applicable, please specify how many copies you would like printed, whether they should be in black and white or color, and whether you would like to print single or double sided. Please also include a phone number where we can reach you when your documents are ready for pickup (or specify that you would prefer to be contacted by email).
- Costs to print are **10¢ per page for black and white**, or **25¢ per page for color**. **Please plan to pay using exact change**. In order to minimize any potential spread of COVID-19, the library will not be providing change during the curbside period.
- Library staff will call you when your documents are ready. When arriving to pick up your documents, please call the library at **518-993-4646** so that we can bring them out to you. Payment can be made after collecting your documents.

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To Send Faxes, Make Copies, or Scan Documents:

- Please call the library at **518-993-4646** when arriving. Staff will direct you to deposit your documents through the book drop, so consider securing multipage documents with a folder or paperclip. For faxes, please include the number that you would like the document sent to. For scans, please include an email address so that we can send you your scans.
- Staff will collect your documents and proceed to scan them. To minimize any potential spread of COVID-19, all documents will be handled with gloves, and the scanner will be disinfected between uses.
- Once your transaction is complete, we will call you to let you know that your documents are ready for pickup. Payment can be made after collecting your documents.
- The cost for copies is **10¢ per page for black and white**, or **25¢ per page for color**. The cost for faxes or scans is **\$1 per page. Please plan to pay using exact change**, as the library will not be providing change during the curbside period.

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