



Returning Items Outside

- Return items in the outside book return 24/7 which is next to the front door entrance.
- DVDs, CD's and Video Games are not recommended to be put in the book return. Damaged items will be the responsibility of the borrower for replacement costs.
- Return items by pulling on the ridge towards you and place items individually in the opening, so they will drop down in the book return.



Library Hours

Monday	9 a.m. - 5 p.m.
Tuesday	9 a.m. - 5 p.m.
Wednesday	9 a.m. - 5 p.m.
Thursday	9 a.m. - 5 p.m.
Friday	9 a.m. - 5 p.m.
Saturday	CLOSED
Sunday	CLOSED

Holidays Closed

- New Years Day
- Good Friday at noon
- Easter
- Mothers Day
- Memorial Day
- Fathers Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve Day
- Christmas Day
- New Years Eve Day

Library may close for various reasons. Check <http://jvdl.info> for updates.



Welcome



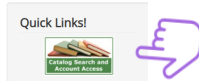
Jordan Valley District Library

Outside Lockers

One Library Lane
 P.O. Box 877
 East Jordan MI 49727
 (231) 536 -7131 phone
 (231) 536-3646 fax
<http://jvdl.info>

Placing a Hold

1. Through the Website



Click on Catalog Search and Account Access icon under **Quick Links** (right hand side of page).

- Click search and search tab then advanced tab.
- Search for item and then press enter.
- You will get your search request. If you get multiple search requests, choose the title you were looking for.
- Click on **Request Item** icon on the right hand side above Copy/Holding information.
- Enter your library barcode number from your library card.
- A request confirmation will pop up.
- Click on the pull down arrow next to JORDAN VALLEY DISTRICT LIBRARY to select location **“OUTSIDE LOCKER”**.
- Click on request at the bottom.

Request Confirmation

Frozen II
by Buck, Chris./Groff, Jonathan./Menzel, Idina./Bell, Kristen, 1980-/Del Vecchio, Peter./Gad, Josh, 1981-/Lee, Jennifer./Walt Disney Home Entertainment (Film).

Your hold queue position is: 1

You will be notified when this title is available by: mail

Select a location to pick up the material: JORDAN VALLEY DISTRICT LIBRARY

Your request for this title will be effective until: Select...
JORDAN VALLEY DISTRICT LIBRARY
OUTSIDE LOCKER

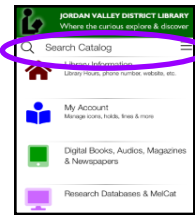
Comment:

Request

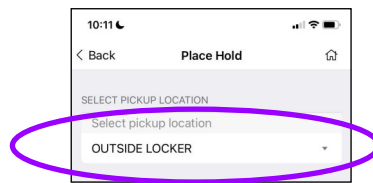
- You should get a message saying “your request has been successfully placed”.
- (If not, then your request didn’t go through.)

2. Through the App:

- In your app store search “Jordan Valley District Library” to download the Library app if not already downloaded.
- Tap the App to open and sign in, if you’re not already signed in.
- In the App, go to Search Catalog



- Search for the item you want.
- Tap on the record of the item.
- Tap on Place Hold box.
- Select Pickup location choose by tapping on the arrow by Jordan Valley District Library.
- Choose **OUTSIDE LOCKER**.

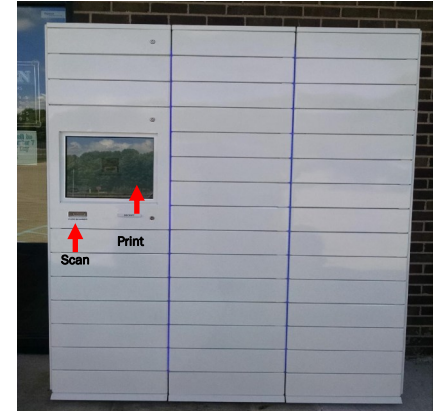


- Tap on Place Hold again at the bottom.

3. Through Staff:

- You can call the library to request an item for staff to put item(s) in a locker. Unless staff is notified, items will not be placed in locker. Please call before 4:15 pm to ensure staff has enough time to place items in locker.

Picking up Hold (24/7)



- You will automatically be notified via email once your item is on put in the outside lockers if you chose to be contacted via email. If not, staff will call you via phone.
- Library automation allows you 3 days to pickup items on hold. After that, the item will expire and be put back on shelf.
- Go to the screen.
- On the outside front left of the machine, scan on an angle the barcode on the back of your library card until you see the red line. It should bring up a new window.
- A list of your items you put on hold will show up on the screen and show “processing” then “Collect items from locker #_ transition completed”. On right hand side it will show email receipt or print receipt.
- When the locker opens touch on the screen either Email Receipt or Print Receipt and the check out slip will print.
- Remove items out of locker and close the locker until it latches.