LIMITED LIBRARY SERVICES GUIDELINES

Due to COVID-19: effective 12 noon on March 31, 2020, the Library will close to the public until further notice. PATRONS MUST CALL 361.592.6381 TO MAKE ARRANGEMENTS FOR LIBRARY SERVICES. Accepting appointments: Tuesday – Friday: 8:15 a.m.-5:45 p.m. / Saturday: 9:15 a.m.-12:45 p.m.

CIRCULATION SERVICES

- **For Dropping Off Items Only**
  - Two (2) drop boxes available at the Main Entrance and one (1) drop box in Patio Breezeway area.
  - Patrons can return all their items, including audio/visual materials, in book drops.

- **For Checking Out Items**
  - Call the library, so that a staff member can check your library account status.
  - If you want to check out any items (limit 3 per card), let the staff member know ahead of time, so that staff can check for item availability and pull items for checkout.
  - If your account is clear, you can check out up to 3 items.
  - Attending librarian will write down your name, patron account number, and the requested titles.
  - *No telephone renewals. ALL book renewals must be made in person.*

- **To pick up your Requested items**
  - Follow scheduled appointment time “Set by Library” to pick up your items.

- **Interlibrary Loan Services**
  - Patrons can borrow books from the library’s Texas Interlibrary Loan Network. *Call Reference Services Department.*

BUSINESS/OFFICE: Limited Services

- All business office services (Require an appointment)
- Collection of overdue fines. (In person only by appointment)
- Patron Library cards
  - Replacements (In person only by telephone appointment)
  - Expired cards will be extended through April 30, 2020 (By telephone)
  - Photo copies, scan to email, etc. (In person only by appointment)
    - 1040 Tax Forms
- Reference questions, research services, etc. (By telephone)

Wi-Fi INTERNET SERVICES

- 10-foot radius signal around the building’s exterior
- Wi-Fi service hours from 5 a.m. to 9 p.m., 7 days a week
- Wi-Fi printing available (Call for instructions or appointment to pick-up prints)
- Patio breezeway work stations with electrical outlets available for Wi-Fi users.

DIGITAL LIBRARY SERVICES AVAILABLE 24/7 (WEBSITE)

- Patrons can visit [www.kleberglibrary.com](http://www.kleberglibrary.com)
  - Overdrive app – eBooks, audiobooks, streaming videos (*valid library card required*)
  - Flipster Digital Magazines (*Call for username and password*)
  - Learning Express – Homework resources, computer skills center, vocational practice exams
  - Pronunciator Foreign Language Learning
  - Ready Reference Resources Page

4/3/2020