

## **Jackson County Public Library**

208 Church St N, Ripley, WV 25271    323 Virginia St. Ravenswood, WV 26164  
Phone:(304) 372-5343 Fax:(304) 372-7935    Phone:(304) 273-5343 Fax:(304)273-5395

### **Jackson County Public Library Curbside Services Procedures**

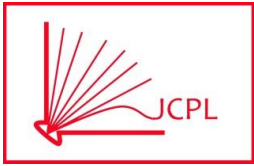
**Under JCPL's Curbside Services the following services are available:**

- **Hold's**
- **ILL's**
- **Copying**
- **Faxes**
- **Notary**

- 1.) Patron calls ahead to place holds and make ILL requests.**
- 2.) Patron gives Library Card number so books and other materials can be checked out to patron.**
- 3.) Hold's and ILL's will be placed on hold shelves in foyer by staff.**
- 4.) Patrons call ahead to let staff know when they are coming to pick up their hold's and ILL's.**
- 5.) When patron arrives, they call the library and let staff know they are at the library to pick up.**
- 6.) Staff bring materials to patrons' car.**
- 7.) Patron shows library card to staff to confirm it is the proper library card number and patron.**
- 8.) Patrons pick up at front door of the library.**
- 9.) Patrons can park in the parking lot and drive to the front door when notified by staff that a previous patron is finished picking up materials.**
- 10.) Copying, Faxes and Notary services are on a first come first serve basis.**

**Under JCPL's Curbside Services the following services are NOT available:**

- **Public Access Computers**
- **Organizational Meetings in the meeting rooms.**
- **In-house Library programs.**
- **In-house Staff and Board Meetings.**



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### **Alternate Services:**

- **All Library Programs will be virtual through the Library's Website, Facebook Page, and You Tube Channel.**
- **Internet Access will be available through wi-fi on the outside of the buildings.**
- **E-books, E-audiobooks, and research databases including homework for school and job search, resumes, and civil services exams are available through WV Reads, WV Info Depot, and Learning Express are available through the library's website.**
- **All Staff and Board Meetings will be conducted via Zoom.**