

Dear Members

Although we can't yet open the library we are going to offer an Order and Collect service so you can start borrowing books again. This service will at first be on Monday afternoons, starting on Monday 15 June. This means that, although you still can't come into the library and choose books from the shelves, you can choose books from our catalogue and pick them up at the door. This is how the new system will work.

### **Choosing the books**

You can choose your books from the online catalogue at <http://pittenweem.libib.com> The catalogue can be searched by author or by book title and will show whether the book is currently available to borrow. Directly under the image of the book cover there is a box saying '1 available' if the book is on the shelf and '0 available' if it is out on loan.

If you prefer not to use the catalogue you are most welcome to ask our volunteers to choose books for you. You can borrow up to 6 books at a time.

### **Making an appointment**

You can either email the library at [library@pittclie.org.uk](mailto:library@pittclie.org.uk) to ask for an appointment, or call the library on 01333 311591 and leave a message including your name and phone number. A volunteer will call you back on Friday to take a note of the books you want to borrow and offer you an appointment for the following Monday. Books will be collected from a table just inside the corridor, so there will be no need to go into the library itself. Appointments will be spaced so no one needs to queue.

### **Returns**

There will be a box for you to put your returns in at the door. Books returned to the library will go into quarantine for a week before being put back on the shelves.

### **Social distancing**

The volunteer will put your books on the table for you and step back to the 2 metre line (marked on the floor) so social distancing will be maintained.

### **Timing**

To start with there will be one session a week on Mondays from 2.30 to 5, and we will offer more sessions if there is the demand for them.

### **Any questions?**

If you have any questions about how the new service will work please email us and we will do our best to answer them.

We know this isn't the same as opening the doors and welcoming you into the library to browse the bookshelves and have a chat – but that day will come! We are very much looking forward to being able to lend books again and will be delighted to hear from you.

With warm wishes  
Lorna and Hazel