



## 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. If item becomes damaged, borrower will be responsible for costs to replace the item.
- Make sure your items go through the book return by lifting the top pull down and putting items in individually so they are safely returned.



## *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*



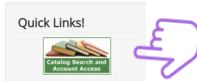
## *Jordan Valley District Library*

### 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).

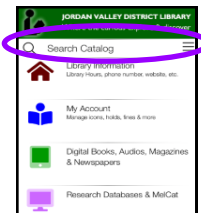
- Click search and search tab then advanced tab.
- Search for item and then press enter.
- You will get your search request. If you get multiple search requests, choose the one you were looking for.
- Click on **Request Item** icon on the right hand side above holding information.
- Enter your library 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 LOCKERS”**.
- Click on request at the bottom.

A screenshot of the 'Request Confirmation' page for the movie 'Frozen II'. It shows the title, a list of cast members, and a 'Your hold queue position is: 1'. Below this, it says 'You will be notified when this title is available by: mail'. There are two dropdown menus for 'Select a location to pick up the material:' and 'Your request for this title will be effective until:'. Both are set to 'JORDAN VALLEY DISTRICT LIBRARY'. A third dropdown menu for 'OUTSIDE LOCKER' is highlighted with a purple circle and a hand icon. At the bottom, there is a 'Request' button.

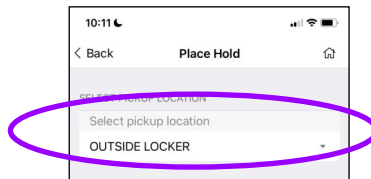
- You should get a message saying “your request has been successfully placed”.
- (If not, then your request didn’t go through.)

### 2. Through the App:

- In your app store search “Jordan Valley District Library” to download the Library app
- 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.
- Choose a location (JVDL/Locker) by tapping on the arrow.
- Choose OUTSIDE LOCKER.



- Tap on Place Hold again at the bottom.

### 3. Through Staff:

- You can also call the library to request an item through staff.

## Picking up Hold (24/7)



- 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, collect items from locker # transition complete”. On right hand side it will show email or print receipt. (If no email, it will only show a print receipt option.)
- When the locker opens touch “print” on the screen and the check out slip will print. (If not done within seconds it won’t print.)
- Take your items out of locker and close the locker until it latches.
- If you get an error message on the screen, please come into the library and let us know or call and let us know so we can rectify the problem.