



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 items become 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



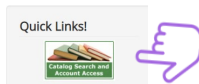
Jordan Valley District Library

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.

Request Confirmation

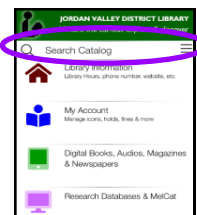
Frozen II
by Buck, Chris./Groff, Jonathan./Menzel, Idina./Bell, Kristen, 1980-/Del Vecchio, Peter./Gad, Josh, 1981-/Lee, Jennifer./Walt Disney Home Entertainment (Firm).

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: JORDAN VALLEY DISTRICT LIBRARY
Comment:
Request

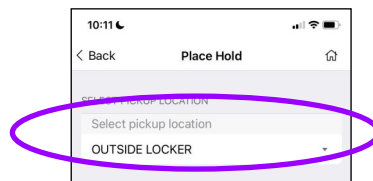
- You should get a message saying “your request has been successfully placed”.
(If not, then your request didn’t go through.)

2. Through the App:

- In your app store search “Jordan Valley District Library” to download the Library app
- 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 or for staff to put your MelCat Loans in a locker.

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. Also if you have fines or need to renew your library card putting a hold in the outside lockers will not work.