



155 East 1st Street  
New Richmond, WI 54017  
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## Contactless Curbside Library Service

### STEP ONE: Request materials

- a. Visit the website – [www.more.lib.wi.us](http://www.more.lib.wi.us) to request materials and select New Richmond as the pickup location.
  - i. If you are looking for materials available immediately at New Richmond:
    1. Go to the MORE Catalog: [more.lib.wi.us](http://more.lib.wi.us)
    2. Enter your search term
    3. Select the “Available Now” filter on the left side to expand it
    4. Select New Richmond
    5. Search results will be limited to titles available and holdable at our library
    6. Tip: to exclude eBooks and audiobooks, open the “Titles I can...” filter and select “Borrow and take home”
    7. Select “Place a Hold” and verify it is set for New Richmond
    8. Tip: Turn on “Active Filters” so subsequent searches retain limits
  - b. Or, contact us at 715-243-0431 or [info@newrichmondlibrary.org](mailto:info@newrichmondlibrary.org) and we will place the holds for you.

### STEP TWO: Contact the library and schedule a pickup time

- a. Once you receive notification that your materials are ready for pickup, contact us to schedule a pickup time.
- b. Staff will prepare your items for your pickup. Your alias will be clearly printed on your materials for easy identification when you arrive.

### STEP THREE: Pick up your materials

- a. Materials will be located behind the curbside return box on the corner of Arch Avenue and First Street at your designated time.
- b. Your materials will be in a paper bag labeled with your alias.
- c. Grab your bag and enjoy!

This process is to ensure safety and confidentiality for everyone. Through picking up materials, proper social distancing measures and safety guidelines are our priority. If you do not feel well during your scheduled pickup time, please contact us to reschedule. We will do our best to address the demand of the service and schedule accordingly.

Weather will play a factor as to whether we can offer curbside pickup. If there is inclement weather, we may suspend the service.

Friday Memorial Library is open with limited capacity and services.

#### **Hours:**

**Mon - Thurs – 9:00 am – 8:00 pm | Fri – 9:00 am – 6:00 pm | Sat – 9:00 am – 3:00 pm**