






Belle Valley Library Curbside Pickup


Curbside Pickup is a service specifically designed for our students so that they may maintain access to library books. Below are the guidelines and Frequently Asked Questions (FAQs). If you have more questions, please contact Belle Valley Library at 618-236-5200 or email Ms. Burrow (aburrow@bv119.net) or Ms. Dawson (tdawson@bv119.net). **You may begin requesting books on Wednesday, September 2.**

 **Curbside Pickup Days & Hours:** Monday-Friday, 8-3

 **How to Request Books:** Go to the library website (www.bv119.net) to request book(s) online. If unable to request online, email Ms. Burrow or Ms. Dawson your book(s) request with the following information: **full student name and grade, book title and author** (i.e., John Smith, 4th grade, *Diary of a Wimpy Kid* by Jeff Kinney). Please email your request Monday-Friday, 8-3.

 **When to Pick Up Books:** The earliest you may pick up your book(s) is **24 hours** after putting in your request. (i.e., John Smith requests a book on Thursday at 2pm; he can pick it up no earlier than 2pm on Friday.) We will hold your request for up to **1 week**. If you do not pick it up by a week, then your request will be canceled and the book(s) returned to the library.

 **Where to Pick Up Books:** Foyer metal shelf that's marked "Curbside Pickup." Book requests will be rubber-banded with student name and due date(s). **Please wear a mask at all times while picking up.**

 **Where to Return Books:** Foyer book drop on Monday-Friday, 8-3. **Please wear a mask at all times while returning.**

BV Library Curbside Pickup FAQs

1. How many library books am I allowed to check out?

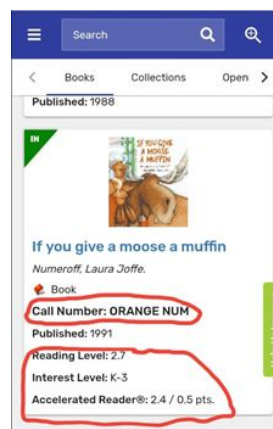
- 3 books
- If you have fines on your account, 1 book. (Please contact the library if you have questions about your account.)

2. Can I check out magazines and playaways?

- Yes! If you would like to check out a magazine and a playaway **in addition** to a book, feel free to do so.

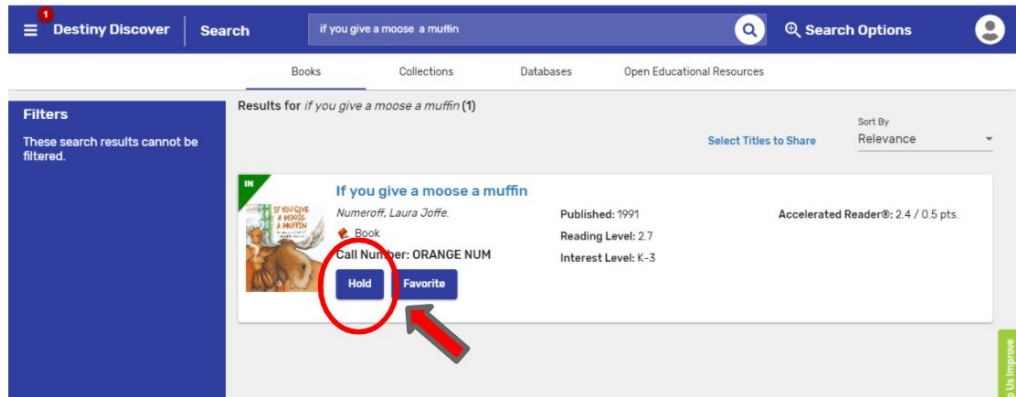
3. How do I browse for library books online?

- A tutorial video is available for this. Or see the directions below.
- Go to: www.bv119.net
- Scroll down to “BV Library,” click on it, and you will be directed to the library page.
- Click on “Follett Destiny” (icon is a colorful tree).
- Enter the desired title in the search bar. You can view more search options by clicking on the magnifying glass on the top right corner.
- To browse by topic, scroll down to listed topics (i.e., Humor, Fantasy).
- Under each title, there is information to tell you the Call Number, Interest Level and when applicable, the AR reading level and points.



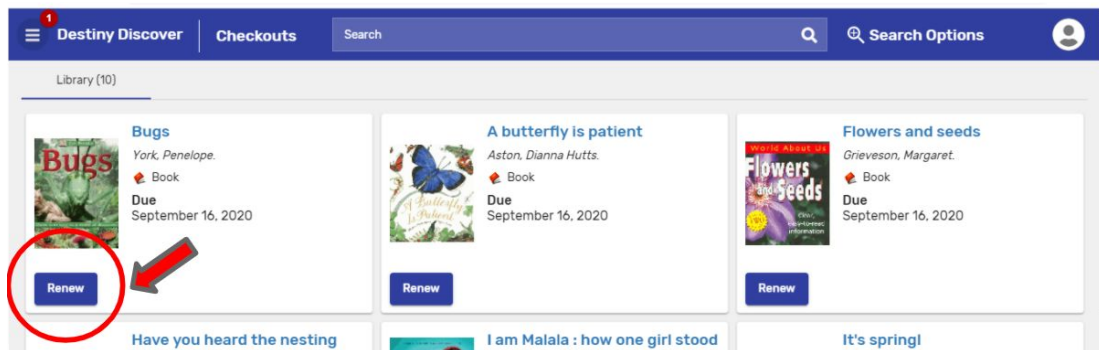
4. How do I request library books online?

- There is also a tutorial video available for this.
- To request a book, see the picture below.



5. How long can I keep library books?

- K-4th: **2 weeks**
- 5th-8th: **3 weeks**
- Books are renewable. To renew, see the picture below.



- Once the renewal limit is reached, books must be returned by the due date. Remember, if you choose to renew a book, that counts as a book (i.e., John has three books. He returns two books and renews one book. That means he can only request two more books until the renewed book is returned.)

6. What if I cannot find a book I like?

- Ms. Burrow and Ms. Dawson are here to help! Very soon, we will have a Book Match Form for you to fill out on our website to tell us your likes and interests. We will use the form to select books matching what you put.

7. Do you quarantine returned books?

- We set aside returned books for **3 days** before putting them back on shelves. For this reason, waiting times may occur on requests for popular books (i.e., *Dog Man*, *Diary of a Wimpy Kid*).

8. What do I do if I can't find my library book and it's due?

- If you have renewed and still cannot find your book, please call the library and we will charge the price of the book to your account. If you have paid and the book is found before the end of school year, a credit will be applied to your account.

9. Things to keep in mind...

- **Graphic Novels** (Call number GRA) can only be checked out by 5th-8th graders.
- **Young Adult Novels** (Call number YA) can only be checked out by 7th-8th graders.

We hope you participate in Library Curbside Pickup! There are lots of books, new and old, waiting to be enjoyed by our Belle Valley Bombers!