



FLEETWOOD AREA PUBLIC LIBRARY

**SORRY, WE'RE  
CLOSED**

FOR IN-PERSON LIBRARY SERVICES AT THIS TIME  
TO ASSIST IN EFFORTS TO STOP THE SPREAD OF COVID-19

The Fleetwood Area Public Library is switching to “Express Pick Up” services only and will be closed to the public **starting Sunday December 20<sup>th</sup> until Sunday, January 3<sup>rd</sup>**. We will re-open to the public on Monday, January 4<sup>th</sup> at 10am. Please see below for information regarding modified library services during this closure.

### Is the Library open for browsing?

Due to the recent restrictions set by Governor Wolf and the Department of Health, the Fleetwood Area Public Library will be closed to the public. Patrons will not be allowed to enter for browsing, computer use, faxing or printing services. During this current restriction we will be offering “Express Pick Up” for patrons to pick up holds in the hallway right outside the library door.

### How can I request library items for Express Pick Up?

- Go to our website: [www.berkslibraries.org](http://www.berkslibraries.org) **OR** For patrons that do not have internet access or are having difficulty may call the library to place 1-2 holds over the phone: 610-944-0146
- Click on “My Account” at the top of the website
- Enter your library barcode number (no spaces) and your Pin (usually the last 4 digits of your phone number). If you are having difficulty logging in you can call the library.
- Once you are logged into your account you can select “Search” in the menu across the top. If you click on “Search” and then choose “Browse” you can then search by title, author, subject, or series.
- Find the item you want, click on “Place Request.” Verify the pickup location is set to “Fleetwood Area Public Library” and then click on “Submit Request.”

### What happens when my item arrives?

- Please be patient as shipping times are currently taking 10-14 days. Once your item arrives you will get an email, text, or phone call from us depending on your account settings.
- Once you receive notification that your item has arrived you can come to the library to pick it up in the hallway outside the library. You have one week from the notification to pick up your item.
- **Library materials will already be checked out to your account** and waiting to be picked up from the hallway outside of the library. You are welcome to walk in the lobby, grab your items and go!
- The library will remain closed to patrons in order to limit any person-to-person contact. Please wear face coverings during pick-up.
- Patrons should bring their library card to their pick-up appointment in order to match the last four digits of the card to the label on the appropriate package of materials. Bags will be labeled with the first four letters of your LAST name and the first letter of your FIRST name. It will also have the last four numbers of your library barcode. (Example: MILE, C 1234)

## What are the Express Pick Up hours? Are you going to be closed for the holidays?

### Express Pick Up ONLY (in hallway)

Monday, Dec. 21 (10am-2pm)

Tuesday, Dec. 22 (10am-7pm)

Wednesday, Dec. 23 (10am-2pm)

**CLOSED on Thursday, Dec. 24-Sunday, Dec. 27**

### Express Pick Up ONLY (in hallway)

Monday, Dec. 28 (10am-2pm)

Tuesday, Dec. 29 (10am-7pm)

Wednesday, Dec. 30 (10am-2pm)

**CLOSED on Thursday, Dec. 31-Sunday, Jan. 3**

## Can I return my library materials?

The outside drop box will remain open. Drop boxes are on either side of the Community Center building. We will also have our blue return bins inside the building at the Express Pick-Up location in the hallway outside the library door.

Please remember that we quarantine all library returns for a minimum of three days.

## I need to print/fax/copy can I still do that?

Email the Library Director at [fapldirector@berks.lib.pa.us](mailto:fapldirector@berks.lib.pa.us) for information regarding how to print/fax/copy during library closures.

## Other Library Services Available:

**Grab and Grow Kits** – These kits are available for all ages in the hallway right outside the library. Take home a Grab and Grow Kit today and enjoy various educational activities and craft for kids, teens, AND adults!

**Book Bundles** – Don't know what you want to request and just need a bunch of books or movies? Call or email the library and we can gather some items for you to pick up!

## For Further Questions and Assistance

Call: 610-944-0146

Email: [fleetwoodapl@berks.lib.pa.us](mailto:fleetwoodapl@berks.lib.pa.us)