

## Curbside Checkout

Beginning on Friday April 17<sup>th</sup> and until the library reopens, the Putnam County Library will be offering Curbside Checkout to its patrons who are in need of materials.

Algood: **12pm-4 p.m. Monday-Thursday**

Baxter: **12pm-4 p.m. Monday-Friday**

Cookeville: **10am-6pm Monday-Friday**

Monterey: **12pm-4 p.m. Monday-Friday**

### Placing Holds Online

1. Browse for materials on our catalog at [www.pclibrary.org](http://www.pclibrary.org)
2. Click "Place Hold" on items you would like.
3. Make sure you have the desired pick-up location set on your online account.
4. When you receive your notification (phone call, text, or email, depending on how your account is set up) you are welcome to come by and we will have your materials ready.

### Picking Up

1. When you are here and ready to get your materials, call the branch location to let us know you are here.
2. We will ask you for the **library card number** used to place the materials on hold and the **vehicle** you are in.
3. We will bring the materials out to you. You don't even need to get out of your car!

### Need Help?

Call in and we can walk you through your online account or you may place a hold via phone.

### Returning Items

We encourage all patrons to return materials through the outside book drops at any time.

**\*Outside book drop returns can be done at all branches\***

Putnam County Library	Algood Branch	Baxter Branch	Monterey Branch
50 East Broad Street	125 4th Ave	101 Elmore Town Rd	401 E Commercial Ave
Cookeville, 38501	Cookeville, 38506	Baxter, 38544	Monterey, 38574
931-526-2416	931-537-3240	931-858-1888	931-839-2103