

# PROCEDURES

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## DRIVE-UP WINDOW GUIDELINES

- Please use the drive-up for item picks-ups and drop-offs only.
- We need your library card or driver's license to assist you at the drive-up.
- You may be asked to come inside to pay fines, resolve issues, or pick up large items.
- Teacher loan pick-ups and drop-offs must be done inside the library.
- The drive-up window is for the use of people in vehicles.
- Drivers, watch out for pedestrians and bicyclists.