



Getty Library Circulation and Curbside Pickup/Return Service Instructions for December, 2020

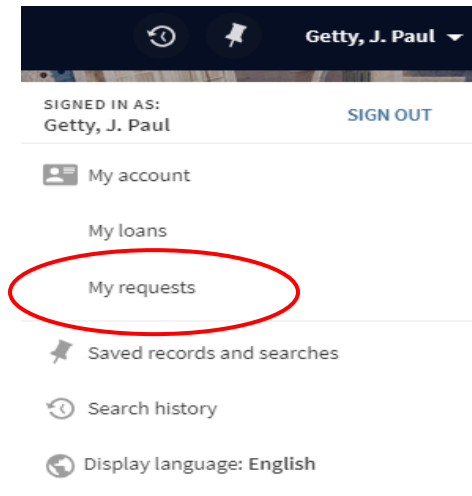
1. Through December 2, use any web browser to access, search, and submit requests via the Library Catalog: <http://library.getty.edu>. Do not access the Library Catalog from Webconnect as it is currently not functioning properly.
2. Staff may request up to 20 general library items to take home through the curbside pickup service. All requests that were made in the Library Catalog beginning November 5, the day after our last deadline, through December 2nd will be available at the curbside pickup located at the Getty Center TOH turnaround from Tuesday December 15 - Thursday December 17, 2020 between 10:00 a.m. to 3:00 p.m. each day.
3. All items requested after December 2nd will not be available at this curbside service pick up but will be available at the following one.
4. Please note that detailed instructions to book your appointment for this curbside service using *Reservio*, our self-scheduling reservation system, will be in the December 7th edition of Getty THIS WEEK. You will not be able to make a *Reservio* appointment prior to that date.
5. All requested items are isolated for 9 days in accordance with the current state of research for library materials handling within the cultural heritage community prior to the curbside service.
6. During the curbside service, you may return any Getty Library books that you have at home but not ones that are currently in your office or workstation.

We hope that this method of delivery service will be helpful in facilitating your work from home and look forward to increasing library services overall in the months ahead.

- ❖ To see your outstanding requests, sign in to the Library Catalog and go to My Account to confirm that your request was placed.

Select your name

Select 'My requests'



Your requested items will appear in the requests list.

Contact Getty Library Reference with any questions related to searching or signing in to the Library Catalog at (310) 440-7390 or Reference@getty.edu.

Getty Library Circulation and Curbside Pickup/Return FAQ

Requesting Library Materials

- **Which Library items may I borrow from the library and take home?** Most books and journals labeled Library Annex, Storage, Open Stacks, and Periodicals are available for checkout and to take home.
- **Which items are not available for checkout during this period?** Items labeled Oversize, Restricted Use, Reference, Villa, GCI, Museum, Department of Photographs, ERC, Drawings and Manuscripts, Plaza Reading Room, and Special Collections are not available now.
- **May I recall an item from another user?** Not yet. This service will be offered in a later phase. Please keep track of these items to request at a later date.
- **May I receive scans instead of carrying books or journals home?** Unfortunately, scans from general library and special collections are not possible to request yet, but will be offered in a later phase. For now, please request what you need to take home or defer until a later date.

Picking up/Returning Library materials

- **I don't have a car. How can I get my books home?** If you don't have a car, contact Reference for options.
- **May I return Getty Library books that I no longer need?** You may return any Getty Library books that you have at home at this time, but do not return those currently in your office or workstation.
- **I'd rather park and come into the GRI to pick up my books.** This is not possible. The number of people onsite at any given time is severely limited during this period.
- **I want to pick up Library Materials for a colleague.** Contact Library Reference for more information.
- **Can you help me get materials from my Getty office or workstation?** The Library Curbside Pickup Service does not extend to materials located in your Getty office or workstation. Please request special access for this purpose from your program's

Head of Administration.

- **I'm already working on-site, may I come and use the Library myself?** The Library is not open for use at this time.

Questions? Contact Library Reference: (310) 440-7390 or Reference@getty.edu



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