



Getty Library Curbside Service appointment information and *Reservio* instructions.

Curbside book pickup services will no longer be offered.

Curbside Service appointment information

Drop off library materials at your scheduled appointment times between 10:00 a.m. and 2:00 p.m.


1. Arrive at the Getty Center South Gate a few minutes prior to your scheduled appointment time and give your name to the Security Officer.
2. Drive up the hill to the TOH roundabout and follow the signs. Do not enter the TOH parking lot. Security will be on hand to direct traffic.
3. Please park and turn off the engine of your vehicle at the designated location.
4. Exit your vehicle and return books to a labeled book cart on the sidewalk. Staff can assist you with heavier boxes.
5. If you'll be late or are unable to make your appointment, notify Getty Library Circulation as soon as possible by leaving a voicemail at (310) 440-7477 and/or emailing Getty Library Circulation (centercirc@getty.edu).

Returning books:

If you still have a bankers box from a previous curbside service please use it to return your books; otherwise please use clean paper or plastic bags.

Reservio instructions (to self-schedule an appointment)

Please read all of the 8 steps below.

1. Click on this link <https://getty-library.reservio.com> to go to *Reservio's* homepage to book your Getty Library Curbside Service appointment.
2. Select the  button to be taken to the calendar to choose an appointment time. Please select a date/time. **Please look at the 'Getty THIS WEEK' announcement for the actual upcoming curbside service dates, FAQs and instruction documents.**
3. Only book one appointment time from any of the available dates and times that are in red.



The screenshot shows a booking interface with a red header "Select date" and a calendar for July 2021. The date 12 is highlighted in red. To the right, a time selection grid is shown for Monday, July 12. The grid is divided into "Morning" and "Afternoon" sections. Available times are listed in red text. A red box highlights the 10:00 am slot, and a red arrow points to it from a text box that says "Select the time you want to book your appointment." Another red arrow points from the date 12 in the calendar to a text box that says "Available booking dates will be shown in red."

- After selecting a time, you will be asked to fill in the contact information. Use your Getty email and provide a callback number in case Getty Library Circulation staff needs to contact you regarding your appointment.
- Select the **BOOK NOW** button to complete the appointment booking.

The screenshot shows a form titled "Fill your information" with a red header. The form contains the following fields and text:

- Name:** J. Paul Getty (with a "Already a user? Login" link)
- Email:** jpgetty@getty.edu
- Phone:** 310-440-1200
- Instructions:** Please return your books in a clean plastic or paper bag or the cardboard box you received from a previous curbside pickup. Thank you, Getty Library Circulation
- Marketing:** Receive coupons, promotions, surveys, product updates, and inspiration.
- Button:** **BOOK NOW**

6. Upon completion, you will receive an email from *Reservio* with your appointment confirmation with date and time. You can sync this appointment to your calendar in Outlook if you choose.

Message  invite.ics (1 KB) 

Double click this icon to add to Outlook calendar.


New appointment

When you arrive, please park and turn off the engine of your vehicle at the designated location. Exit your vehicle and return books to a labeled book cart on the sidewalk. Staff can assist you with heavier boxes.
Thank you, Getty Library Circulation

Service
Getty Library Curbside Service

Date
Tuesday, May 18, 2021, 10:00 am

Contact
Getty Library Curbside Service
Getty Center Drive 1200
Los Angeles
<https://getty-library.reservio.com>

You can [cancel](#) this appointment till May 17, 2021, 10:00 am. 

You may cancel your appointment by clicking here.

7. You will receive a reminder one day before your appointment via email.
8. You may cancel your appointment from the confirmation email up to one day before your scheduled appointment.

