



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

Curbside Service appointment information

Pick up/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. Be sure to wear a mask at all times during pickup.
4. Please park and turn off the engine of your vehicle at the designated location.
5. Exit your vehicle and pick up from and/or return books to a labeled book cart on the sidewalk. Staff can assist you with heavier boxes.
6. 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).

Picking Up Books:

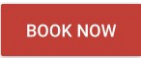
Please turn off your engine, exit your vehicle, and pick up your labeled books from the book cart on the sidewalk.

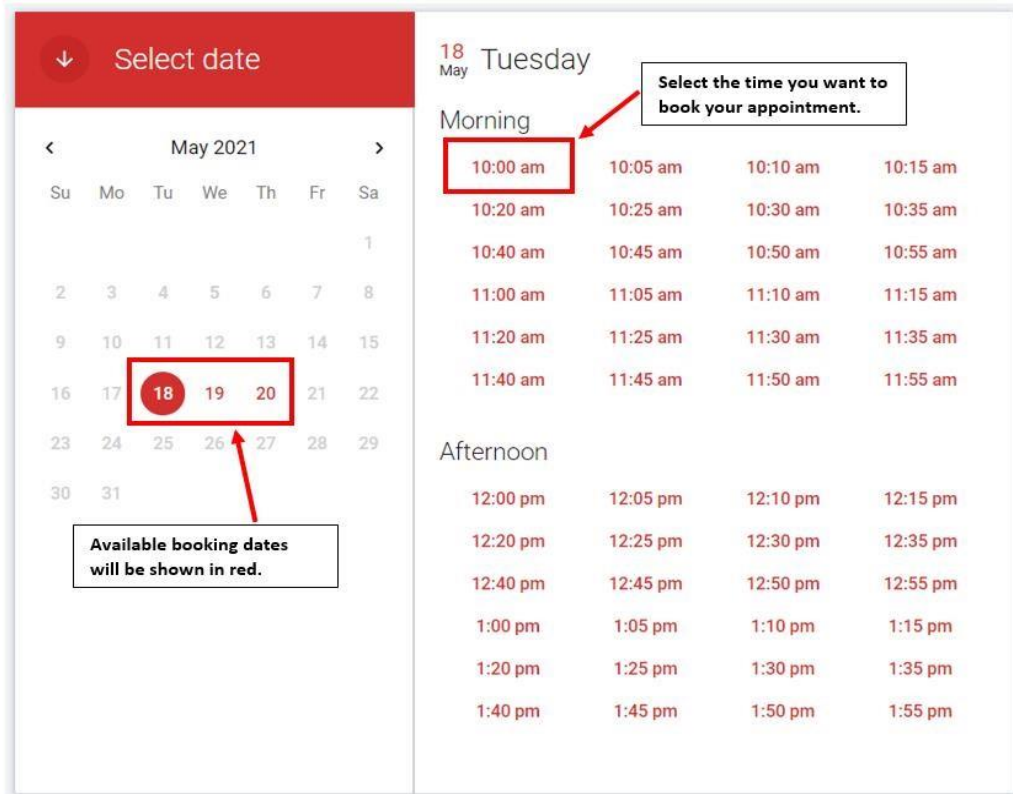
Returning books:

1. If you are dropping off books and 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.
2. Please turn off your engine, exit your vehicle, and return books to the book cart on the sidewalk.

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. The dates below are examples only.**
3. Only book one appointment time from any of the available dates and times that are 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 charged materials or the appointment.
- Select the **BOOK NOW** button to complete the appointment booking. Please add a note in *Reservio* at the time you make your appointment if you plan on dropping off returns

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

Fill your information

J. Paul Getty Already a user? [Login](#)

jpgetty@getty.edu **310-440-1200**

Please reply 'Yes' or 'No' below if you are returning books. Please return them in a clean plastic or paper bag or the cardboard box you received from a previous curbside pickup. Thank you, Getty Library Circulation

Receive coupons, promotions, surveys, product updates, and inspiration.

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.

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.