



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

### Important Dates:

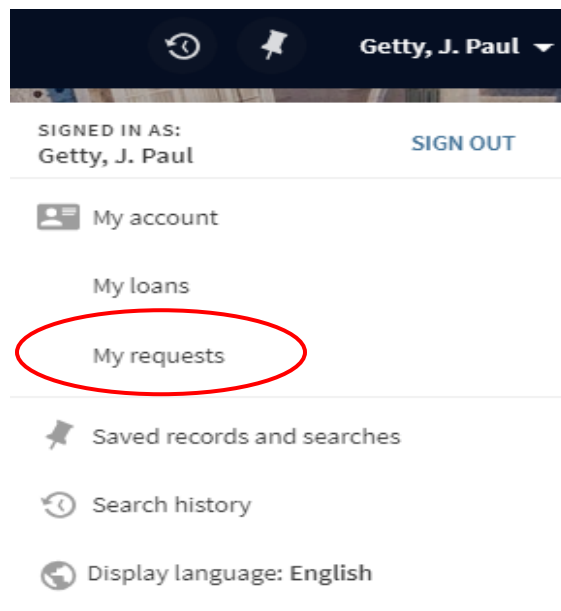
- Request Library Materials via Library Catalog by **Friday, August 21<sup>st</sup>**
- Pickup/Return Library Materials Curbside between **Tuesday, September 1<sup>st</sup> and Thursday, September 3<sup>rd</sup>**

### Prior to August 21<sup>st</sup>: Request Library materials

1. 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. You may make requests as often as you wish prior to August 21st, but you must keep to the maximum of 20 items/volumes total during this period overall. Only the first 20 items requested will be retrieved.
3. All requests that were made after July 14th, the previous requesting deadline, will be included at this curbside pickup and count towards your 20 items.
4. 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.

5. 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](mailto:Reference@getty.edu).

**Select an appointment time between September 1<sup>st</sup> and September 3<sup>rd</sup> via *Reservio*, the self-scheduling calendar for the Getty Library Curbside Service, at <https://getty-library.reservio.com>.**

1. Please add a note at the time you make your appointment if you plan on dropping off books.
2. 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.
3. You'll receive an appointment confirmation, reminder, and detailed instructions via email prior to your appointment.

**September 1<sup>st</sup> -3<sup>rd</sup>: Pick up/drop off requested Library materials at scheduled appointment time (between 10:00 a.m. to 3:00 p.m. each day).**

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. Do not get out of your car unless directed to do so.
5. Please make sure your trunk or back passenger door is unlocked when you arrive.
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](mailto:centercirc@getty.edu)).

#### **Picking Up Books:**

1. A Circulation staff member wearing a mask and gloves will load your boxed library materials into your car.
2. Please clear out your trunk or back seat before coming to pick up your books. If there is no room for Circulation staff to put your box in your car, you will be asked to load the books yourself.

#### **Returning books:**

1. A Circulation staff member wearing a mask and gloves will unload your boxed/bagged library materials from your car.

## **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](mailto:Reference@getty.edu)**



Conservation  
Research  
Foundation  
Museum