

Getty Library Curbside Service via Reservio

- 1) Please go to *Reservio* at <https://getty-library.reservio.com> which takes you to the Getty Library Curbside Service homepage.
- 2) Select the **BOOK NOW** button to be taken to the appointment calendar to choose an appointment time. You can choose any of the available times during September 1st-3rd. Only book one (1) appointment.

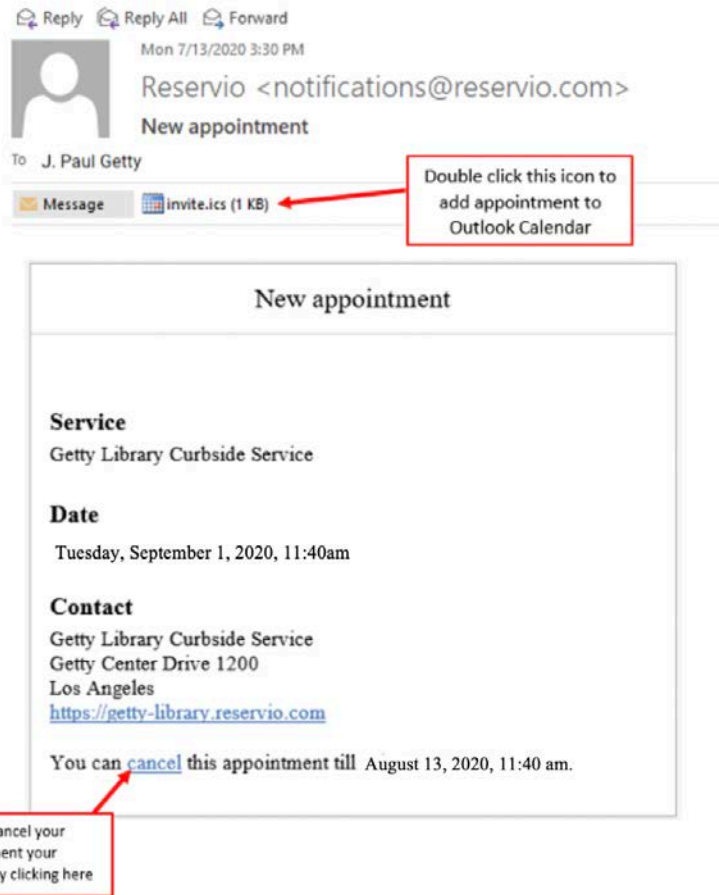
The screenshot displays the Reservio booking interface. On the left, a calendar for September 2020 shows the first three days (1st, 2nd, and 3rd) highlighted in red. On the right, the appointment times for Tuesday, September 1st, are listed under 'Morning' and 'Afternoon' categories. The 11:40 am slot is highlighted with a red box, and a red arrow points from a callout box to it. The callout box contains the text: "Select the time you want to book your appointment".

Category	10:00 am	10:10 am	10:20 am	10:30 am
Morning	10:40 am	10:50 am	11:00 am	11:10 am
Morning	11:20 am	11:30 am	11:40 am	11:50 am
Afternoon	12:00 pm	12:10 pm	12:20 pm	12:30 pm
Afternoon	12:40 pm	12:50 pm	1:00 pm	1:10 pm
Afternoon	1:20 pm	1:30 pm	1:40 pm	1:50 pm
Afternoon	2:00 pm	2:10 pm	2:20 pm	2:30 pm
Afternoon	2:40 pm	2:50 pm		

- 3) After selecting a time, you will be asked to fill in the contact information. Use your Getty email address and provide a callback number in case a Getty Library Circulation staff member needs to contact you regarding your charged materials or the appointment. Click the **BOOK NOW** button at the bottom of the page to complete your appointment booking.

The screenshot shows a web form for booking an appointment. At the top, it displays the time 'Tuesday, September 1, 2020, 10:00 am'. Below this is a red header with a downward arrow and the text 'Fill your information'. The form contains several fields: a name field with 'J. Paul Getty' and a 'Login' link for existing users; an email field with 'jpgetty@getty.edu'; and a phone field with '310-440-1200'. A text area contains instructions: '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. Finally, please clear out your car trunk or backseat before arriving.' A red 'BOOK NOW' button is located at the bottom right of the form.

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



- 5) You will receive a reminder one (1) day before your appointment via email.
- 6) You may cancel your appointment from the confirmation email up to one (1) day before your scheduled appointment. If you need to cancel or adjust your arrival time on the day of your appointment, contact Getty Library Circulation at 310-440-7477 or centercirc@getty.edu.