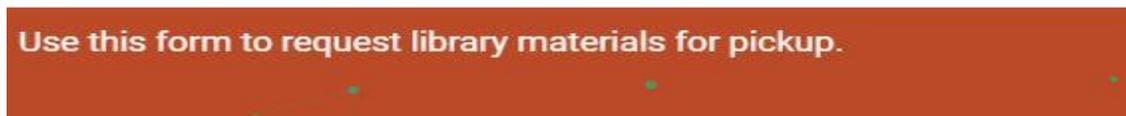
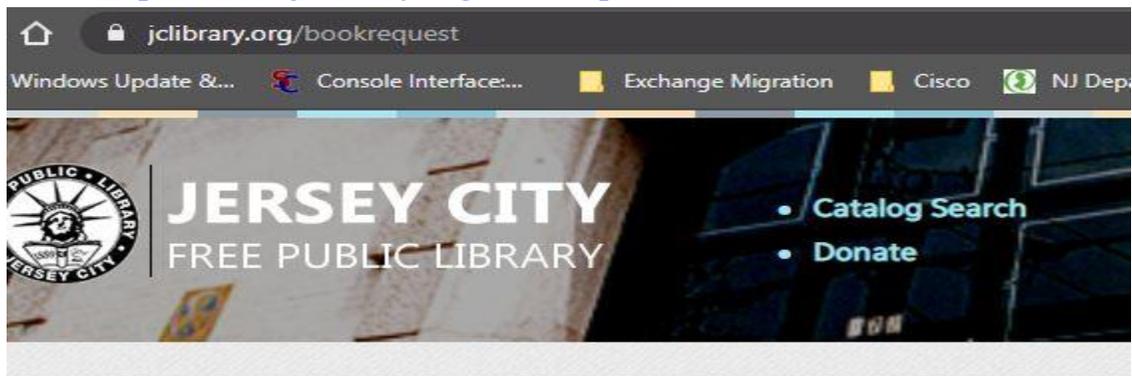
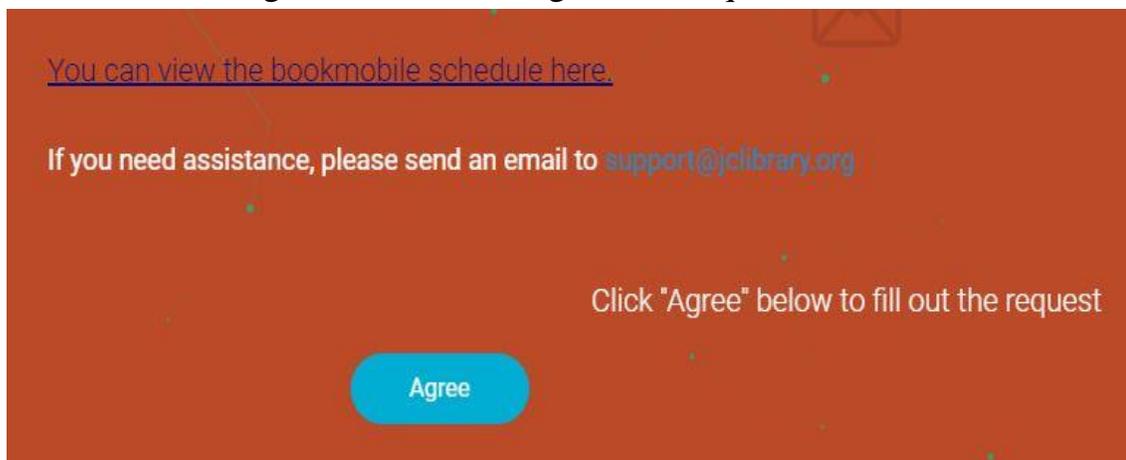


## How to Request a Book for Curbside Pickup

1. Go to <https://www.jclibrary.org/bookrequest>.



2. Please read and agree to the rules to go to the request form.



3. You must have an account to submit a request. Click on Create an Account and fill out all of the fields.



- After you create your account, you will receive an email to verify your information. Click on the link to complete your registration process. Make sure to check your spam folder in case the email is sent there. You need to verify your account via desktop or laptop computer. Verification is currently unavailable with a mobile device.

Welcome! Thank you for creating your very own Spaces account.

To confirm your request, please [click here](#).

Thanks,

**Priscilla Gardner Main Library**

- Once you have an account, please login.



The screenshot shows a 'Login' window with a close button (X) in the top right corner. At the top, there is a link: 'Don't have a Spaces account? [Create an Account Here](#)'. Below this are two input fields: 'Email' with the placeholder text 'Enter Email' and 'Password' with the placeholder text 'Enter Password'. At the bottom of the form, there are three buttons: 'Forgot Your Password?' (a link), 'Cancel', and 'Login' (a green button).

- You will then select a date and time for your pickup. Pickup hours for Main, Cunningham, Earl Morgan, Five Corners, Heights, Miller, and Pavonia branches are Monday to Thursday 1 pm to 5 pm and Friday and Saturday 1:00 to 4:30 pm. Pickup hours for Lafayette, Marion, and West Bergen are Monday to Friday 1:00 to 4:30 pm.

- Please select a half hour time slot (i.e. 1:00 to 1:30).



The screenshot shows a 'Search for a Space' form. It has a 'DATE' field with the value '07/13/2020' and a calendar icon. Below that is a 'TIME' field with two dropdown menus: the first is set to '1:00 PM' and the second is set to '1:30 PM'. At the bottom of the form is a green button labeled 'Search for a Space'.

8. You can select a location from the left hand side of the screen. The time slot you selected will show up in green. Click on Pick Me.

Date/Time Filter

July 13, 2020 📅 1:00 PM - 1:30 PM

Curbside Pickup - Heights Branch Maximum Capacity 30

8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p

Pick Me!

The color codes on space's time slider tell you about space's availability.

**Gray:** Space is unavailable.

**Dark Pink:** Location is closed or there is a conflict between the desired time and space availability.

**Light Pink:** Space is available for this time slot, but there is a conflict with part of the reservation.

**Green:** Space is available to be booked.

**White:** This time has not been selected, but is available to be booked.

9. After you have selected the location, the form will appear on the screen. In the first box that says purpose, just type curbside pickup. In the next box, select No Organization.

Curbside Pickup - Heights Branch Maximum Capacity 30

8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p

Test Ops  
libjcfpl@gmail.com  
(201) 918-3276

\* Purpose...

Choose Organization  
No Organization

10. Fill in the rest of the request. You can request specific titles or have staff select for you.

\* I would like to request books by... (Please select how to request materials.)

Entering Titles/Authors/Subjects of Interest (1 entry required)  Staff Recommendations

\* Please check here if you want staff to select alternate titles if we cannot find all the titles you requested.

Yes  No

If yes, please specify age range and type of material here

11. Books are limited to the branch from which you are requesting pickup. We are not sending books between branches at this time. You can search the library catalog at <https://jepl.sirsi.net/uhtbin/cgisirsi/x/x/0/49/> to check availability.

12. You will receive an email confirmation that your request is pending.

We would like you to know that we have received your reservation request. You will be notified when your request has been approved. If you would like to change or check the status of your request, please [click here](#).

You have requested:

**Curbside Pickup** in Heights Branch  
7/9/2020 - 1:00 PM to 4:00 PM

Thanks,  
**Heights Branch**

13. Once staff has had a chance to search for your items, you will receive either an email approving or denying your request. Approval means you are receiving at least one book you had requested. Denial means staff was unable to fill your request.

14.

Good news! The following reservation request has been approved:

**Curbside Pickup** in Heights Branch

**7/3/2020 - 2:00 PM to 2:30 PM**

*Approved*

If you are no longer able to make your scheduled reservation, please [click here to cancel](#).

Thanks,

**Heights Branch**

15.If you receive an approval, please make sure to note the date and time and arrive at your location during that time. You will receive a reminder email prior to your pickup date.

Just a friendly reminder that you have reserved:

**Curbside Pickup** in Heights Branch

**7/3/2020 - 2:00 PM to 2:30 PM**

*Approved*

If you are no longer able to make your scheduled reservation, please [click here to cancel](#).

Thanks,

**Heights Branch**