



Bedford Hills Free Library

Now Open for Visitors by Appointment

Contact-free Pickup Service Continues

Monday, Wednesday, Thursday, Friday from 10am – 3pm
Tuesday from 10am – 6pm and Saturday 10am-2pm
The Library is closed on Sunday

Patrons may schedule brief visits to the library or pick up library materials from our front porch during library hours. Some areas are closed to the public until further notice. The Library follows guidelines and mandates for safety including **wearing masks** and observing **social distance** of at least six feet.

HOW TO SCHEDULE VISITS AND PICKUP SERVICE

1) Select your Library Materials

- Please go to the [WLS online catalog](#) or to the mobile app on your phone to select and place a hold on materials. *Our librarians are happy to help you select materials.* Tell us your preferences and our librarians will pull items from our collection for you. *You may contact Vicki in the [Children's Room](#) or Eileen for the [Adult Collection](#) or ask our Circulation/Patron Services staff for assistance.*

2) Schedule your Visit or Pickup

- Please call the Library at 914.666.6472 or email: bedfordhillscirc@wlsmail.org to schedule a visit, pick up materials, or other service. *Bilingual (Spanish) staff are here Tues, Weds, and Thurs.*
- Give us your name and/or library card number, phone or email, and the service requested.

3) Pick up your Materials

- Items will be placed on the front porch directly outside of the building on the appointed day.

4) Come into the Library

- Patrons are *required* to wear a mask and observe social distancing of at least six feet.
- Hand sanitizer and gloves are provided at the entrance.
- Please limit your visits to 15 minutes.
- The Children's Room, Reading Room, and Restroom are currently closed, but staff will assist you to retrieve children's items, mysteries, or magazines from those areas.

LIBRARY MATERIALS RETURN

- Please return items in the bins outside at the pickup table during library hours and at the regular book drop when we are closed. Returned materials are quarantined for 72 to 96 hours before circulating.
- **No fines will be charged for materials returned through September 30.**

COMPUTER USE

- One public computer is available to use for up to 30 minutes.

PRINTING & COPYING SERVICES

The Library will print or copy documents you send from your own computer or mobile device. Black/White copies are 15 cents/page/ side. Color copies are 35 cents/page/side.

- Email Black/White docs to: wls-bdh-bw@printspots.com. Email Color docs to: wls-bdh-color@printspots.com.
- Schedule your pickup as above.

MOBILE HOTSPOTS & CHROMEBOOKS

No Wi-Fi at Home? Going on Vacation? Work on the Road? Have a power outage? The Library now has free **mobile hotspots** available for Bedford Hills Free Library card-holders. Borrow 4G LTE mobile hotspots to connect computers, smartphones and tablets to the Internet from any location within the 4G coverage area. Lending period is 7 days. **Chromebooks** are also available for patrons of all ages for use in the Library building or on the property during open hours.

- Please call the library at 914-666-6472 or [email us](#) to reserve a mobile hotspot or Chromebook or to schedule to use on site.

HOMEBOUND DELIVERY

The Library is pleased to offer a new service bringing library materials to our patrons who are homebound due to illness, disability, or other mobility issues. Deliveries are made weekly to patrons in our Bedford Hills service area. Patrons may place a hold on books, DVD's or audiobooks on-line or tell us what they are interested in and we can make suggestions and place holds.

- Please call us at 914.666.6472 or [email us](#) (with Home-bound Delivery in the subject line) and provide your phone number and address. Let us know if you wish to have assistance selecting materials. We will call you to schedule the delivery when your requested items are available.