

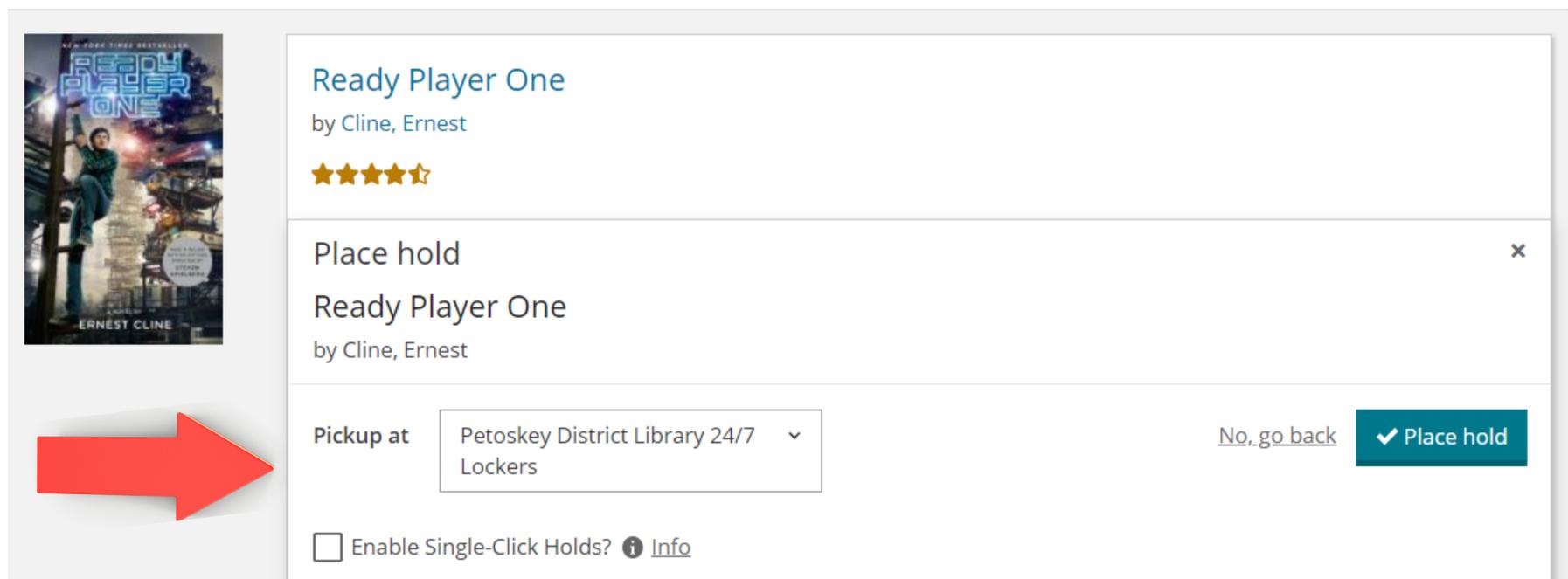
24/7 LOCKERS

Can't pick up your library items during regular library hours? Choose to pick up your library items from our 24/7 entry lockers. Lockers are located in the indoor entryway found at our east entrance off of Mitchell Street.

How to Request a Locker:

You can request items using our [online catalog](#) and then choose Petoskey District Library 24/7 Lockers as your pickup location. If you have existing available holds that you would now like to pick up from our lockers, contact us during regular library hours at 231.758.3100, press 2.

If you haven't turned on **Single-Click Holds** in your account preferences in our online catalog, each time you place a hold you will be prompted to choose a pickup location.



How to turn Single-Click Holds on/off and set your preferred pickup location:

Log in to your account at www.petoskey.bibliocommons.com

On the top-right of the menu, click your username to access the dropdown.

Click **My Settings**.

Find the **Account Preferences** section.

Your current default pickup location is shown under **Holds and Pickup Locations**.

Use the green toggle switch under **Single-Click Holds** to turn this feature on or off.

Click **Change** to choose a new location from the dropdown list.

Click **Save Changes**.

How to Pick Up from a Locker:

Place your requests. Staff fill the lockers just twice daily. Your items are ready for pickup from the lockers only when you receive a notification by email, text, or phone. In the notification you are given the locker letter and 4-digit combination (this is the last 4 digits of your library barcode/user ID).

Find your locker, punch in the 4-digit code, turn the locker handle. After retrieving your item(s), please close the locker door.

All items placed in lockers will already be checked out to your library account. Due dates will either be printed on a receipt, or written on the item. If you no longer need an item from the locker, or want to return other library items, you must use one of the outdoor book returns.

Items will be held in the lockers for 48 hours. If items are not picked up, they will be checked in and returned to the shelves, or the loaning libraries. We can hold items longer if you let us know during regular library hours at 231.758.3100, press 2.

Items Available for Locker Pick Up:

Most library items are available for pickup in a locker, as long as they will fit safely inside without being damaged, including [Library of Things](#) items.

Special Considerations:

If patrons have difficulty reaching very high or low places, or need ramp access, they can let staff know before placing their holds by calling 231.758.3100, press 2. We will make other accommodations based on locker availability.

These lockers are being monitored by video surveillance and a wheelchair accessible option is also available upon request by calling 231.758.3100, press 2.

What if I need patron assistance for the 24/7 Lockers?

Please call staff during regular library hours if you have trouble using the lockers, or need special assistance. 231.758.3100, press 2. Three wrong attempts at opening the locker will lock you out.

Library Hours

Monday–Friday: 10:00am–6:00pm

Saturday: 10:00am–5:00pm

Sunday: 12:00pm–5:00pm

www.petoskeylibrary.org 231.758.3100

500 E Mitchell St Petoskey MI 49770