

Most recent update: 2/1/21

Phase 1 – Material Return & Library Card Sign Up/Renewal – September 8

Safe Material Returning Steps:

All items, including interlibrary loan (MeLCat items), must be returned through the outdoor drop boxes to the right of the main entry doors.

Please do not pack your materials in plastic or cardboard containers.

Please drop your items in one at a time in the drop box.

Please do not leave items sitting outside the Library.

Returned materials will be quarantined for 120 hours (5 days) after you return them to the Library. This means materials will continue to appear on your account for a minimum of 120 hours (5 days). Any fines from overdue items will be waived.

We are accepting donations at this time: books, magazines, DVDs, CDs, etc. Please follow the same procedures as above. For monetary donations please email badams@inksterlibrary.org.

Phase 1.1 – Safe Printing:

If you need printing services, please call the Library between 2-4pm on Tuesdays and Thursdays at (313) 563-2822, press “0” to reach the Circulation Desk.

At this time, we are allowing patrons up to 10 pages of black & white prints free.

Please submit your print requests to badams@inksterlibrary.org

Phase 1.2 - Safe Library Card Sign Up/Renewal:

Library Card Sign Up

Complete the virtual form on the website (<https://www.inkster.lib.mi.us/>) under Using the Library (the tab on the upper right-hand side of the homepage).

Call the Library during listed hours (currently M-TH., 1-4pm) to schedule an appointment for picking up your physical library card. Staff will ask for your virtual library card information to confirm. When scheduling, we will work to accommodate your availability (if possible).

Once a scheduled Library Card Pick Up Time is set, please be on time, and call the Library from the Parking Lot with your name and a description of the vehicle you are in.

The Library representative will need to see a valid government issued ID with a current address and photo. If the ID address needs updating, simply bring a piece of mail with current address and name along with the ID. The Library representative will be taking the ID into the building to validate the library card in our system.

Most recent update: 2/1/21

If you cannot make your scheduled appointment, please call to reschedule.

(313) 563-2822, then press “0” - if there is no answer, please leave a voicemail and we will get back to you.

Library Card Renewal

Call the Library during listed hours (currently M-TH., 1-4pm) to schedule an appointment for updating your physical library card. When scheduling, we will work to accommodate your availability (if possible).

Once a scheduled Library Card Update Time is set, please be on time, and call the Library from the Parking Lot with your name and a description of the vehicle you are in.

The Library representative will need to see a valid government issued ID with a current address and photo. If the ID address needs updating, simply bring a piece of mail with current address and name along with the ID. The Library representative will be taking the ID into the building to update the library card in our system.

If you cannot make your scheduled appointment, please call to reschedule.

(313) 563-2822, then press “0” - if there is no answer, please leave a voicemail and we will get back to you.

Phase 1.3 – Safe Faxing:

Coming soon!

Phase 2 – Parking Lot Pick Up – Monday, September 28

Checking Out Library Items:

When visiting the website (<https://www.inkster.lib.mi.us/>), look for the “Quick Catalog Search” and search for items you are interested in placing a hold on.

When you find an item you are interested in, select “Place Hold.”

This will bring you to a “Log In” screen. Enter your Library Card information. (A PIN is usually the last four digits of your phone number unless you change it after the Library Card is set up.)

When you have items “On Hold”, follow the steps in “Safe Parking Lot Pick Up.”

Safe Parking Lot Pick Up:

When “Hold” items are ready for Safe Parking Lot Pick Up, a Library representative will contact you by phone (the number listed on your Library account). If you miss our call, we will leave a voicemail. If answered, we will schedule an appointment for Safe Parking Lot Pick Up.

Most recent update: 2/1/21

Call the Library back during listed hours (currently M-TH., 1-4pm) to schedule an appointment for Safe Parking Lot Pick Up of your books or other physical materials. When scheduling, we will work to accommodate your availability (if possible).

Once a scheduled Safe Parking Lot Pick Up time is set, please be on time, and call the Library from the Parking Lot with your name and a description of the vehicle you are in.

The Library representative will need to see a valid Library Card upon delivery.

If you cannot make your scheduled appointment, please call to reschedule.

(313) 563-2822, then press “0” - if there is no answer, please leave a voicemail and we will get back to you.

Phase 3 – Computer Access – (Monday, March 22, 2021)

Computer access is on a first come, first served basis (no reservation required). Hours of computer access will be 11am – 6:45pm, Monday – Thursday, and Saturdays 11am – 4:45pm beginning March 22, 2021. Computer access will be limited to one (1) hour per patron.

Phase 4 - Grab & Go (1 hour) - (Monday, March 22, 2021)

Grab & Go will begin Monday, March 22, 2021 during normal operating hours. Patrons will have up to one (1) hour to select materials and check out. No reservation required.

***All phases and library operations are subject to change based on the current official guidelines outlined by government agencies such as but not limited to: MDHHS, CDC, Local, State, and Federal offices.**

PHASE 1 (9/8/20) <ul style="list-style-type: none">• Safe Material Return• Library Card Sign Up/Renewal• Printing (Faxing currently not available.)	PHASE 2 (9/28/20) <ul style="list-style-type: none">• Parking Lot Pick Up	PHASE 4 (3/22/21) <ul style="list-style-type: none">• 1-hour Grab & Go
	PHASE 3 (3/22/21) <ul style="list-style-type: none">• 1-hour Computer Access	PHASE 4 (TBD) <ul style="list-style-type: none">• Regular Service