



To help flatten the curve of COVID cases, Middletown Township Public Library will covert to FRONT DOOR ONLY PICK-UP beginning Monday, December 28<sup>th</sup>. Pick-up hours will be 9:00 am -5:00 pm Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays will be 9:00 am -7:00 pm. For faster service, appointments are recommended. Walk-ups will be accommodated.

All indoor services will be suspended until further notice. Our staff is happy to help you place holds, book recommendations and reference services at 732-671-3700 or via our website [mtpl.org](http://mtpl.org).

## FRONT DOOR PICKUP INSTRUCTIONS

- ❶ Click on the Library website, click on [Services](#), then click on the [Front Door Pickup](#) link.  
On the Library APP, go to [My Account](#), then [Front Door Pickup](#).
- ❷ Click on [Pickup](#) to schedule a pickup.
- ❸ Complete the pickup form:
  - a) Enter your MTPL library card ID number.
  - b) Enter your four-digit pin number (last four digits of your phone number).
  - c) Click on [Book a Pickup](#).

- ④ The next screen will list your holds that are available. Click on [Schedule Pickup](#).
- ⑤ The next screen will indicate the date and times available for pickup. Click on your preference, then click [Next](#).
- ⑥ The next screen will list pickup details as well as a comments box.
- ⑦ The final screen will request your email address for contact (optional).

When you arrive at the Library to pickup your holds, then call the Library at 732-671-3700 Ext. 310 to inform us you have arrived. Library staff will greet you at the door. Present your library card (required) to the staff to confirm your identification. Your items will be checked out and ready to go.