

**Paisley Central
Library
click and collect
guide
July 2020**

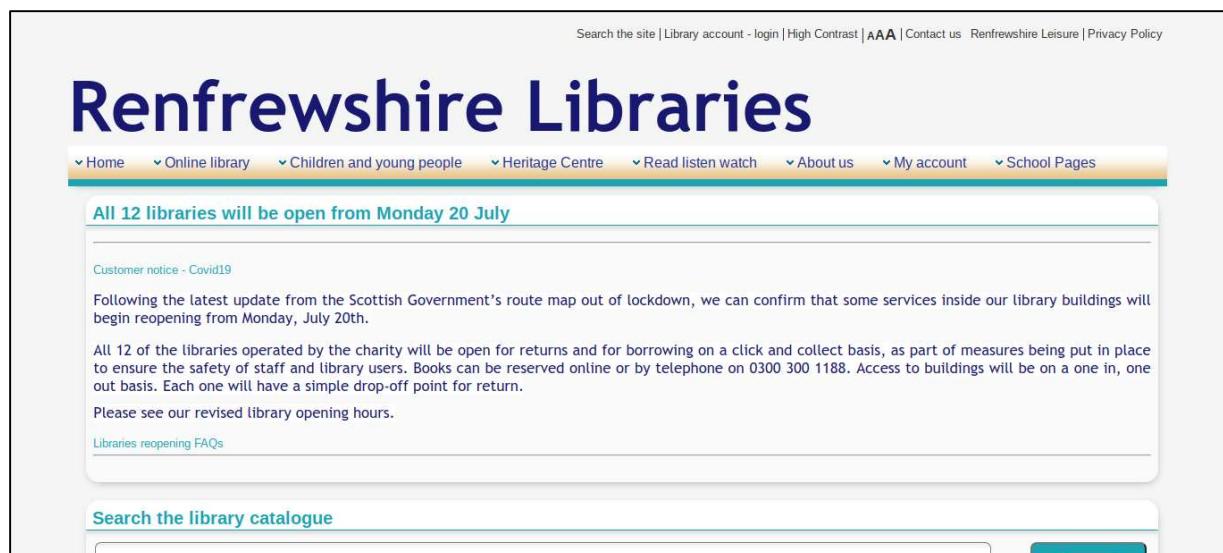


The library is now open for returning books and reserving and collecting books only.

At this time, I will not be able to browse books in the library or use the library computers.

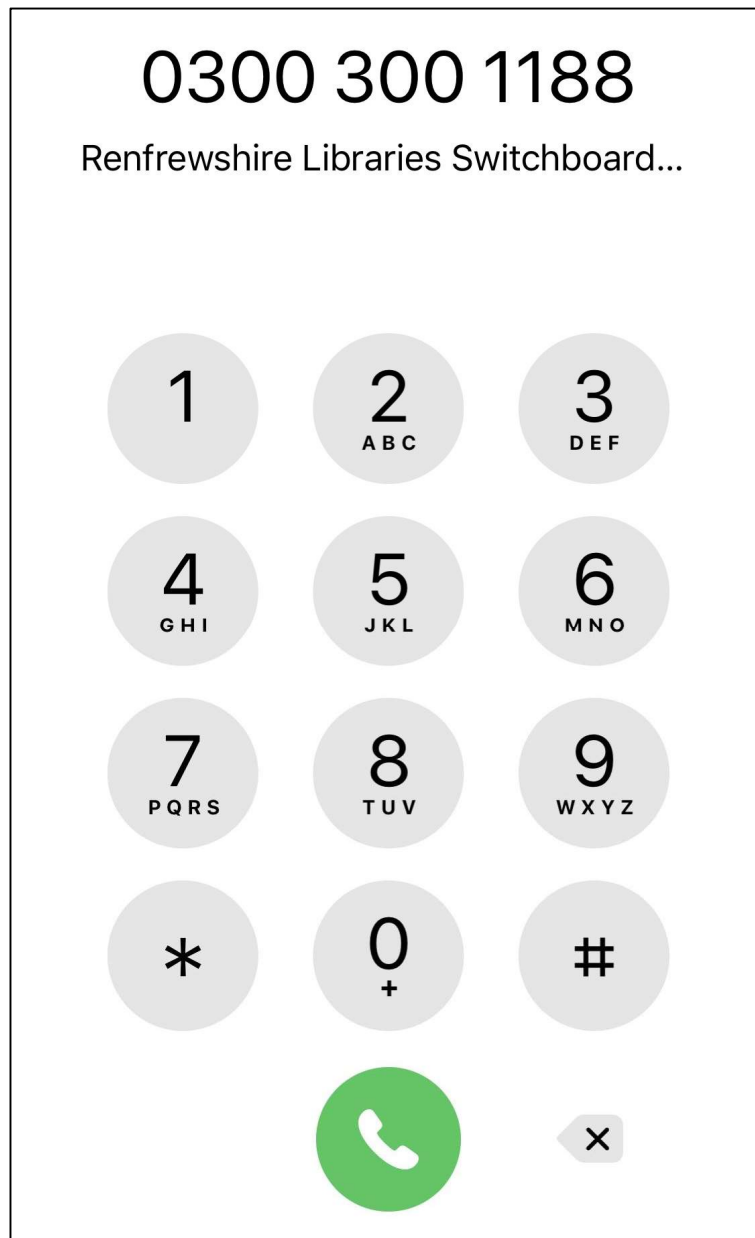
The library opening hours have changed. The library is now open Monday to Saturday, 10am to 5pm.

I can check the library opening hours by phone on 0300 300 1188, on the website (www.renfrewshirelibraries.co.uk) or on the Renfrewshire Libraries social media pages on Facebook and Twitter.



If I would like library books, I will go onto the library website (www.renfrewshirelibraries.co.uk). I will select the books I would like to reserve and then choose my nearest library to collect them from. I will log on to the website with my library card number and PIN number. If I do not know these, I can contact the library by phone on 0300 300 1188 or by email (libraries@renfrewshire.gov.uk) and a member of staff will assist.

If I do not have Internet access, I can contact the library by phone on 0300 300 1188. I can talk to a member of staff who will be able to order books for me.



When my items are available to collect, I will be contacted by the library either by phone or e-mail.

Only one person will be able to enter the library at once. Children can enter with an adult.

If I can, I will wear a face covering when in the library.



I may need to wait outside the library before being allowed to enter the building.

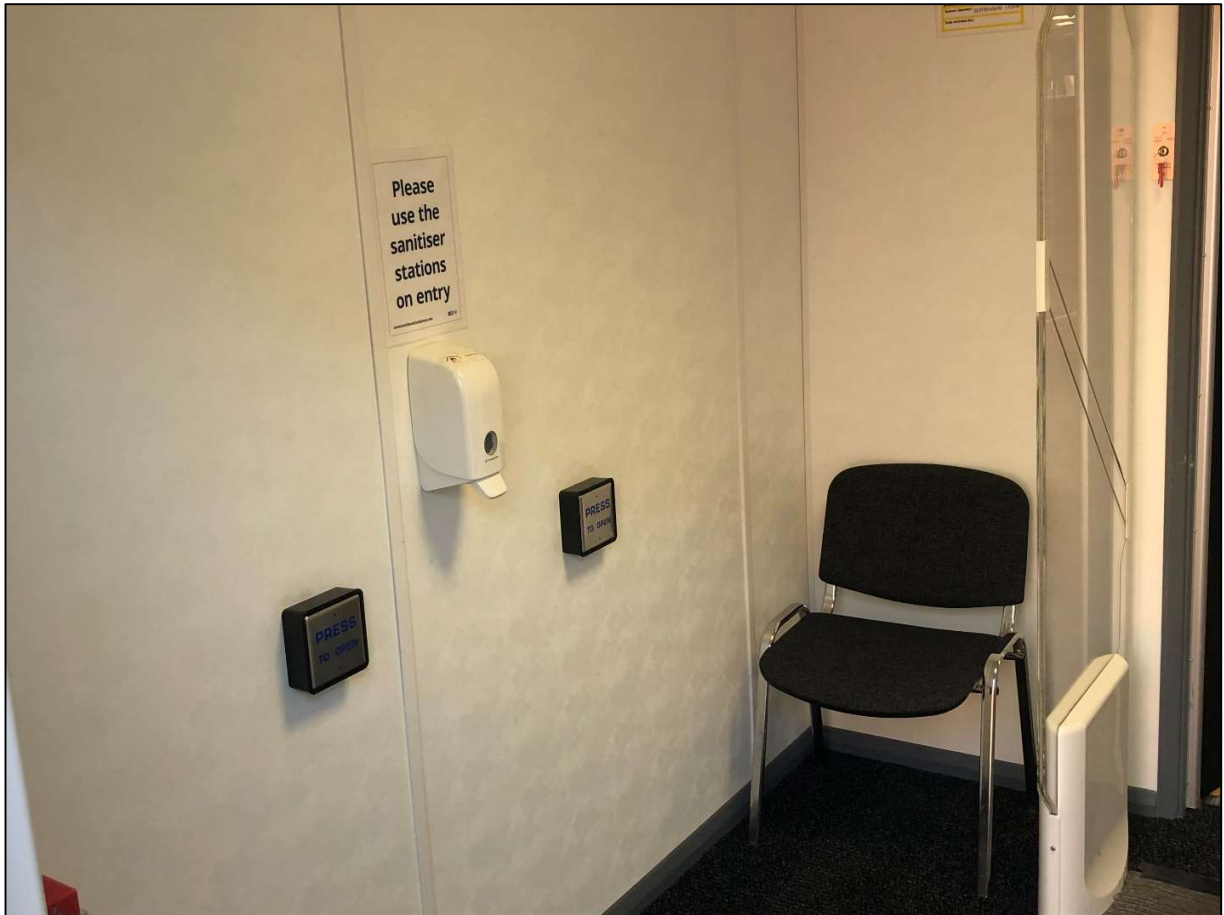
If I need to queue, I will need to wait and stand 2 meters apart from people not in my household.



Library staff member will open the doors for me and let me inside the library.



When I enter the library a member of staff will be standing by a white table. They will direct me to sanitise my hands. I will sanitise my hands at the sanitising station provided.



I will place my returned books on a shelf. The books will be quarantined for at least 72 hours. I do not need to return the books myself using the self-service kiosk.



If I have books to collect, they will be arranged on a shelf. My books will have a piece of paper with my surname written on it.



I will take my books to the self-service kiosk and issue them. I will press the Borrow button then scan my library card as normal. Then I will place my books in the borrowing slot. Once the books have been scanned, a list of them will appear on the screen highlighted green with a green tick next to them with the date they are due back. A receipt will print if I request one.



If I need any assistance, I can ask a member of library staff. I will need to keep a 2-metre distance from them while speaking to them.

When I am finished, I will leave the library.

This document reflects the current arrangements for using Central Library as of July 2020.

These may be subject-to-change depending on current Government regulations.

For more information, please contact the library on 0300 300 1188, libraries@renfrewshire.gov.uk or through our website www.renfrewshirelibraries.co.uk.

**Paisley Central Library
15 Mill Street
Paisely
PA1 1ND
libraries@renfrewshire.gov.uk
www.renfrewshirelibraries.co.uk**

**Opening hours:
Monday - 10am-5pm
Tuesday - 10am-5pm
Wednesday - 10am-5pm
Thursday - 10am-5pm
Friday - 10am-5pm
Saturday - 10am-5pm
Sunday - CLOSED**