

# TAKE-OUT LOAN Service on APPOINTMENT MANUEL

## RETURNS AND LOANS OF YOUR DOCUMENTS

It is a service that does not take risks with your health or the health of others! The library committee is careful to apply all health precautions, because despite the deconfinement, the virus is still circulating.

### What can I borrow?

The number of documents per user is 3 printed (books, magazines) and 2 audiovisual for three weeks.

### For who?


Library subscribers as well as anyone wishing to register.

If you wish to register or renew your subscription, you can do it online at

[www.reseaubibliooutaouais.qc.ca/fr/m-abonner](http://www.reseaubibliooutaouais.qc.ca/fr/m-abonner).

### How to choose?

To make your choice:

- consult **our online catalog** at [www.reseaubibliooutaouais.qc.ca/fr/catalogue-en-ligne](http://www.reseaubibliooutaouais.qc.ca/fr/catalogue-en-ligne). 

When researching, be sure to select your municipal library.

- or contact the library staff at (819) 467-2852 ext. 106

### TO ORDER Two (2) possibilities:

#### BY EMAIL!



[admkaz@crsbpo.ca](mailto:admkaz@crsbpo.ca)

Email us the selection of titles you want to borrow along with your name and user number. We will then contact you to target an appointment to pick up the documents.

The documents are "pre-loaned" to your user card.

#### CALL US!



**(819) 467-2852 ext. 106**

You can also call us so that we can prepare your order together and we will target an appointment to pick up the documents. The documents are "pre-loaned" to your user card.



### WEARING A MASK IS RECOMMENDED



#### PICK-UP YOUR ORDER ...

The "take-out loan" is open from Monday to Friday from 8:00 a.m. to 4:00 p.m.

Please go to main entrance.

Access is limited to one person at a time in the room. Documents ordered that have not been collected within a week will be put back into circulation.

#### ... AND DEPOSIT YOUR RETURNS

*In the outside book drop or make an appointment to have your returns at your disposal so that you can deposit your documents directly in return. If you see that the documents you have returned are still on your reader accounts, don't worry! We isolate them for at least 72 h. After their quarantine, we will put them back into circulation. They will therefore disappear from your accounts.*

#### KAZABAZUA LIBRARY

373 Route 105

Phone : (819) 467-2852 ext. 106

Depending on the evolution of the pandemic and government decisions, this service can evolve.