Drive Up, Pick Up, Drop Off, and GO!

To minimize your wait time and serve you in the most efficient manner possible, follow these simple directions for Glenview Public Library Drive-Up Services. Vehicle entry to the Drive-Up Window and Book/AV Return Slots is on Prairie Street.

**Picking Up a HOLD at the Drive-Up Window**
- When you are contacted that your hold is ready for pick up, call the Circulation Department at 847-729-7500 to route your hold item to the Drive-Up Window.
- A hold item will not be automatically routed to the Drive-Up Window. A call must be made to the Circulation Department to request pick up at the Drive-Up Window.
- Please allow one hour to process your drive-up hold requests.
- Drive up, present your library card, and pick up your hold.

**Picking Up Regular Materials at the Drive-Up Window**
- Glenview Library patrons may call the Circulation Department at 847-729-7500 to request a maximum of five items be pulled and routed to the Drive-Up Window.
- Please allow one hour to process your drive-up materials requests.
- Drive up, present your library card, and pick up your materials.

Library card registration, payment for fines, renewals, and other full services are available inside the Library at the Circulation Desk.

For security reasons, no money transactions will take place at the Drive-Up Window.

Convenient Drive-Up Book/AV Return Slots are located immediately before the Drive-Up Window.

**HELPFUL HINTS**

**Loan Periods**
- **Three Weeks**
  - Books, Audiobooks, CDs, Playaways
- **Two Weeks**
  - New Fiction Books, Video Games, Youth DVDs, Nonfiction DVDs, TV Series
- **One Week**
  - Blu-rays, DVDs, Magazines, Toys & Games, Playaway Views, Rental Books

**Late Charges**
- Blu-Rays, All DVDs, Video Games, Software & Playaway Views: $1.50 per day
- Books, Magazines, CDs, Audiobooks, Toys & Games: $.10 per day

**Online Renewal**
24-hour renewal service is available through the online catalog Enterprise.
- Go to glenviwpl.org
- Click “Catalog” on the left-hand side
- Click “Log in” at the top of the catalog home page

You will need your library card barcode and password to access online renewals.

**Email Notification**
You have the option to receive email messages for the following reminders:
- A hold is available for pick up
- A courtesy reminder 3 days before an item is due
- A reminder when an item is 2 weeks overdue

To register your email address:
- Go to glenviwpl.org/eReminder.html and follow the prompts.
- You will need your library card barcode and password for activation

Failure to receive a reminder or notice of any kind does not waive your responsibility for timely return of materials or fines incurred.