

Onoway Public Library

now offering

“TAKE OUT SERVICE ONLY”

Following the social distancing conditions, we are happy to offer you an easy way to continue to read from home! This is a safe **NO** contact pick up service. **(Please note we cannot do orders for anyone who has recently been travelling and is quarantined or if you are ill)** Follow the steps below to place your order:

1. Go to www.tracpac.ab.ca
2. Log in with your barcode and PIN
3. Select Onoway Public Library under the Library pull down menu located in the top left corner.
4. Create a selection list. (i.e. Pandemic reading)
5. Search for your item and choose **“Where is it”**. If we have the item our copy will be at the very top of your location list.
6. Check status – item must show **In** or **Shelving cart**. (Items must be in our library).
7. Add item to selection list. Continue until you have made all your selections.
8. Go to your selection list and choose email list.
9. Enter **your email address and click on Email All to**. **(NOTE: please do not send it directly to us as no patron information is included and we will not know whose order it is.)**
10. Go you your email and then forward a copy of the list directly to us at: onowaylibrary@yrl.ab.ca
11. Once we have received and filled the order you will be notified by email of your designated day and time to pick up your items. Please keep to allocated times, so we can adhere to the social distancing rules in place.

We are trying our best to continue to provide you with service during this unusual event. Please follow the rules and stay safe!