

The Kaukauna Public Library has scaled back to curbside service only effective October 5th, 2020 in response to the Outagamie County alert. As the first library in the Fox Cities to reopen in May, please be assured that we will reopen again as soon as it is safe to do so. In the meantime, we have come up with ways to offer you as many services as possible this time around.

Curbside service is available Monday through Thursday from 9:00a to 8:00p and Fridays from 9:00a to 5:00p. **To schedule curbside**, you can either call the library at 920-766-6340 ext 2 or you can schedule your own service. **To schedule your own curbside service** visit <http://www.kaukaunalibrary.org>. Click on our calendar tab at the top. Click on the day and time you want to pick up materials. Click “View More” at the bottom and the registration form will appear for you to fill out.

Computer access is now available! We have a computer in the lobby for use by appointment only. Using your library card and PIN number you can register yourself for service here: <http://mypc.infosoup.org/easybooking>. Put in your library card number and PIN (default is birthday formatted MMDDYY) then click Submit. Select Future Booking, then Kaukauna, then KAU Internet Access. Choose the date/time you would like to use the computer. You can also call 920-766-6340 ext. 2 and staff will help you schedule. If you are having issues with your card or don't have one, just call! Please know that staff are not available to assist you with computer use at this time. We have a binder of “help” documents you can reference if you run into trouble, or you can call us. Your reservation is for one hour and if you do not login to the computer within ten minutes of your reservation time it will expire.

You can still place holds and transit is running! You can continue to use <https://catalog.infosoup.org/?section=home> to place holds on items at other libraries. When you receive notice that an item has arrived at the library, you may schedule your curbside service to pick up that item. Transit services between libraries may change at any time though.

Our phones are on! You can call the library during regular business hours with questions. With the reduction in services, the library will not be staffing on Saturdays until the library can reopen again to the public.

The library continues to quarantine materials, but now for 24 hours. If you return items over the weekend when we are closed, please anticipate a longer quarantine time. We backdate items in to the date of return and are also a fine-free facility.

The book drop remains open! You can return items via the outside book drop 24/7. The book drop is located on Thilmany Road by our mailbox.

Food Pantry items are available on carts outside the building during operating hours. Donations to the food pantry should be put in the donation bin next to the carts for staff to go through. Please do not add food to the cart. We DO NOT accept expired food and throw it away when it is donated. On rainy days, the lobby will be open. When the snow begins to accumulate the pantry will move to the lobby of the Library

There is a bin outside to place new or gently used winter clothing for the coat drive. Please DO NOT donate other items beyond winter clothing. The library has to haul non-winter items to be donated somewhere else, creating more work for our staff.

Wi-Fi access is available near the Interactive Learning Garden. Just park near the garden and you will have access! Connect to the network Library Guest, just like you would in the library!

We can still fax for you! Email what you need faxed to: kaulib@kaukauna-wi.org with the phone number you need it faxed to. Staff will fax it for you and will let you know when it goes through. Staff can arrange a pickup of the confirmation paper if you need it and can charge fax cost to your library account. We will need your library card number in your email as well. **If you can't email what you need faxed, we can still help!** Staff will work with you to have you drop your documents in a drop box for us to fax for you. At the drop box station, you can place exact cash in the envelope. Faxes are \$1 for the first page and 50 cents for each page after.

We can still print and copy for you too! Email what you need printed to kaulib@kaukauna-wi.org. Staff will work with you to set a time for pickup. Printing charges can be added to your library account. **If you need something printed from a website**, like a form, you can email or call us and we will schedule a time for you to pick up the printing. Printing charges can be added to your library account. **You can also call ahead and drop off something you need copies of.** We have drop bins out front.

Remote printing is also an option from your home device or smart phone. From your home device you can visit: <https://tbs.eprintit.com/portal/#/ppl/upload/KAU> to remote print. From your smart device, simply download the ePRINTit app. Use the search function in the app to search for our location.

Technology help is also available over the phone or via Zoom. Please call 766-6340 ext 6 to speak to the Public Services Coordinator, James, or email jamesb@kaukauna-wi.org.

Local History Inquiries are still available too! An information request form is available on our website at: <https://www.kaukaunlibrary.org/local-history/request>. You can also call the library and staff can fill the form out for you as well and our local historian will be in touch with you.

It sounds crazy, but we can contactless notarize as well. You must call to make an appointment for this. Staff will instruct you to have your paperwork and identification ready. You will stop at the library delivery doors and hold your identification up to the window. The notary will take your information down in their transaction book. You will sign your paperwork on the cart in front of the window so that the notary can witness you signing the document. Once you sign the document, you will leave it on the cart. You will return to your vehicle. The notary will fill out their portion of your paperwork and will then return it back to the cart. Once they have closed the doors you can exit your vehicle and grab your paperwork. If you do not have proper identification, do not follow these rules, have already signed a document, or leave the view of the notary while signing the document, the notary reserves the right to not notarize for you.

You can now request newspapers curbside! Phone calls for curbside newspapers will be first called,

first served. You must call day of, we will not reserve for days in advance. Newspapers are subject to what is available and has been delivered that morning. After reading, you may recycle.

Teacher packs are still available! Teachers and homeschool parents may still request teacher packs for curbside pickup and school delivery for KASD teachers. Those requests can be placed here:

<https://www.kaukaunlibrary.org/content/teacher-packs>.

For busy families we are also still offering book bundles for all ages! In the curbside form in the spaces for Items, just tell us what reading levels, what interests, hobbies, genres or interests, fiction or nonfiction and we will build a pack of up to 20 items for you! We can include magazines, DVDs, audiobooks, CDs, and kits. Please be as specific as possible, so we can pull the best bundle for you!

Blind Date with a Book is back! Don't feel like searching through InfoSoup to find something to read? Request curbside and in the Item field section of the form in the Item 1 field, write in "Blind date with a book." In the following Item fields just write in a few books that you have read and loved and we will find you up to five read-alikes for your order.

Programming and kits are still being offered. Check out our Facebook page for a list of virtual events. On our calendar you will also find lots of make & take and storytime kits that you can request to pick up through curbside pickup. You can either write in the notes section to staff that you registered for a kit or put that information in the Item field in the request form.

Need a library card? You can do that online! Please visit: <https://infosoup.info/new-card-registration> to start the process.