

Curbside Print-Job Pickup Procedure

Hours

- Tuesday & Thursday: 2pm-6pm
- Wednesday & Friday: 10am-2pm

Rules

- 20 pages
- No charge
- Color or black

Patron Submission of Print Jobs

- Patrons can email documents or links to documents to info@johnstonlibrary.com.
- Patrons should include their name and phone number in their message.

Scheduling

- PS staff can call the patron to schedule an appointment or email the patron the link for them to create their own appointment (staff will use the same link to make appointments via phone): <https://www.johnstonlibrary.com/print-job-pickup/>
- Patrons can be scheduled up to 18 hours in advance--no same day pickups.

Prepping Print Jobs

- Each morning, PS staff will print the [schedule of pickups](#) for the day and give them to circ.
- Print jobs will be placed in a manilla envelope with the patrons name on them on black marker.
- Envelopes will be filed amongst holds that are bagged and awaiting pickup.

Communication

- Communication should express a limit of 20 pages at no charge
- See communication on curbside pickup routine for details related to pickup

Patron Notices

Appointment Confirmation

Thank you for making an appointment to pickup your print job. When you arrive, park in the parking lot, then call or text your name to (515) 412-0410. Stay in your car while we bring your document(s) to a table in front of the library.

Appointment Details:

- 06/02/2020 2:00 PM - 2:10 PM (Holds Pickup)

[Cancel your appointment »](#)

Thanks,
Johnston Public Library