

## Book Return Instructions

### WHEN

DATES	TIMES
Monday, 1/11	10:30 am – 1:30 pm
Wednesday, 1/13	10:30 am – 1:30 pm

### WHERE

From San Felipe Road, enter campus through Paseo De Arboles.  
Drive to Lot 5. Watch for posted signs or staff to direct you.

**\*\*Read all attached safety instructions and map *before* your visit.\*\***

### HOW

#### Drive-thru system for Library:

- **STAY IN THE CAR at all times, unless directed otherwise.**
- At the entrance of Lot 5, look for signage or a staff member to direct you to the exact location.
- Allow a car-length of distance between you the car in front of you. **Watch out for pedestrians.**
- Staff will direct you when to pull forward, stop your engine, and walk your returns to the table.
- Have all necessary documents and/or completed paperwork ready for return if your program instructed you to provide it.

#### Pedestrian walk-up system:

- Proceed to the library's tent, but allow staff to direct you where to wait in line.
- Maintain 6 feet of social distance.

## Safety Requirements for All Students

- Everyone must wear a face mask or face covering to ensure the safety of everyone at all times, even while remaining in your car.
- Remain in your vehicle at all times. If you are a pedestrian, keep 6 feet of social distance around you.
- **Students must leave immediately after items have been returned and cannot linger on campus under any circumstances.**
- If you've been exposed to someone with COVID-19 or are experiencing symptoms, please contact your program to make other arrangements for return of your items. Here is a link to the [CDC website](#) which provides a self-checker and information on what to do if you are sick.

