Book Return Instructions

WHEN

<table>
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<th>DATES</th>
<th>TIMES</th>
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<tbody>
<tr>
<td>Monday, 1/11</td>
<td>10:30 am – 1:30 pm</td>
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<tr>
<td>Wednesday, 1/13</td>
<td>10:30 am – 1:30 pm</td>
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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](https://www.cdc.gov) which provides a self-checker and information on what to do if you are sick.