

Book Return Instructions for Library Loans

includes Special Programs books checked out from the Library
(AFFIRM, ASPIRE, Automotive, ENLACE, and EOP&S)

Important Note! DO NOT return any library or program loans to the Bookstore.
Make sure you return items directly back to the library.

WHEN

DATE	TIMES
Monday, 7/26	9:30 am – 3:30 pm

WHERE

From San Felipe Road, enter campus through Paseo De Arboles.
Drive to **Lot 4**. Watch for posted signs and staff to direct you.

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

HOW

Drive-thru system:

- Leave your books in the rear passenger-side seat or prepare to pass them through the window.
- **Keep your mask on and stay in the car at all times.**
- Allow a car-length of distance between you and the car in front of you. **Watch out for pedestrians.**
- Come to a full stop to allow staff to collect the return items.

Pedestrian walk-up system:

- **Watch out for car traffic** when approaching the library's station.
- Allow staff to direct you where to wait in line.
- **Keep your mask on and 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.

