

Procedure for the contactless curbside returns

Second stage to the library reopening

- 1. Making an appointment:** If you want to return your loans at the same time as the pick-up of your reserved items/holds, please notify the library when making an appointment so that we can prepare the reception before your arrival.
If you only want to return your loans, please contact us at info@cdafsa.ca We can also send you a list of your borrowed items which will help you gather your items to return.
- 2. Arrival at the location:** At the agreed time, park in the reserved spot in the identified parking lot, located at the rear of the building (4800 Richard Rd SW: Take Richard Road SW in the NE direction, turn right at the lane located between the bus stop and the main entrance to the Cité des Rocheuses. We will install a sign at the entrance to the lane and in the parking lot).



- 3. Returns:** Deposit all your returns on the table located in front of the library window. You will not need to enter the building or have physical contact with staff.
- 4. Quarantine:** All returned items will be quarantined for 10 days or disinfected with a 70% alcohol solution.
- 5. New cycle:** After the quarantine period, our librarian will officially remove these returned items from your account. The items will then be put back into circulation.

Please do not use this service if you:

- Have any symptoms consistent with Covid-19
- Have tested positive for COVID-19 and have not completed your isolation period
- Have been in close contact with a confirmed case of Covid-19

Please notify the library in advance if you cannot come to the appointment at the agreed time.