



Marshall Public Library | 300 S. Alamo Blvd. | www.marshallpubliclibrary.org

email: info@marshallpubliclibrary.org | phone: (903) 935-4465

Available Monday-Friday 10:00-5:00

CHECKING OUT ITEMS:

- Visit the “Quick Clicks” section on the home page of the library website to find the online catalog.
- After clicking the online catalog icon, enter your library card number and PIN in the upper right-hand corner to log onto your account. Forgot your PIN? Call us!
- Search for items and click on “Reserve This Item” when you have found the item(s) you would like to check-out. Items highlighted in red means the item is not available but can be placed on hold; items highlighted in green are ready for check-out.
- Computer issues? Call and request your list of items!
- When** your items are ready, staff will contact you by phone to set up a pick-up day/time.

RECEIVING ITEMS:

- Park on the east side of the library (same side as the library book drops).
- Call the library staff and let them know you’re here. A hint about the make/color/model of your vehicle would be helpful!
- Have your library card or photo ID ready to verify your identity.

RETURNING ITEMS:

- Items may be returned to either book drop during the day or after hours.
- Items may also be returned when picking up new items.

KEEP IN MIND:

- Allow at least 24 hours for library staff to locate and pack your library materials.
- Some items may not be readily available due to sanitation procedures of returned items.
- Check-out limits apply; call for reminder of these if needed.
- eBooks, audiobooks, and other digital resources are available 24/7!