

Contactless delivery

St. Clair College Library

To request contactless delivery of physical materials, please note the following procedures:

- 1) Start by browsing our collection through either [Books@Windsor](#) or [Books@Chatham](#) to check if the books you want are available to borrow. Please note only supplementary materials from our regular circulating collection are currently available for checkout. Teacher course reserves (TCR's) are not circulating this semester.
- 2) Once you have located your materials, please send us an email at library@stclaircollege.ca to request we gather them. Please let us know which campus you are requesting from. If you are having difficulty finding something, let us know. We may be able to assist you with locating alternate resources.
- 3) Once we have gathered your materials, we will let you know they are available for contactless delivery. Pickup will be by appointment at both campuses. An email with additional instructions will be sent.
- 4) We will make every effort to be as quick as possible while processing your request, however some requests may take longer than others based on current safety practices and procedures in place. We thank you in advance for your understanding and patience during these unprecedented times.
- 5) The library will hold physical materials for you for up to two weeks before they are passed on to the next patron or are placed back in our collection.
- 6) When arriving, please have your St.ClairONE card on hand. When you approach the designated pickup location, call the library at 519-972-2739 for Windsor, or 519-354-9100 ext. 3287 for Chatham to let us know you have arrived. We will bring the materials to the door where we ask that you hold up your student card so we may verify your ID. After, we will place them outside for you at a distance where you will then be able to collect your materials after we have re-entered the building.
- 7) Loan periods and renewals have been extended to accommodate the semester.