Dial-In and Drive-By
Mon-Thurs 9am until 4pm

Contact Us: (817) 551-5354 or FHPLSTAFF@GMAIL.COM

This is Phase I of the Forest Hill Public Library reopening plans. Please follow these procedures to insure the safety of the patrons and the staff.

Patrons must call or go online to request items on hold. If patrons want to request items online they need to set up a password on their account with library staff.

A. Once items are requested, staff will pull the items.
B. Staff will check the item in so hold can catch and print the receipt.
C. Staff will place the receipt on the item.
D. The system will call or email the patron to let them know that the items are ready for pickup.
E. Patrons should call to let staff know when they are on the way to pick up the items.
F. Staff will checkout items on the patron card.
G. Once the patron is outside the staff will place items on the table.
H. Patrons can then pick items up from the table.

If patrons are returning Items they must put them in the outside book drop. The book drop will be emptied once a day and all items will go into quarantine for 72 hours. We will use the community to room to store quarantine items. Each section will have the date placed on the table. So we know when to take materials out of quarantine.

Wi-Fi Hotspots:
If a patron has a Wi-Fi hotspot the patron must call and make an appointment to return the device. Once the device is returned it will go into quarantine for 72 hours before going to the next person it is on hold for. Staff will call the patron that has an item reserved once it has passed the 72 hour quarantine time.

Craft Kits:

Every week the library will put together crafts kits for patrons. If you want one call or email the library. It is first come first serve. The craft kits may go along with the Page Turner Adventure craft for that week or along with the story time activity.