

**Section:** Service

**Subject:** Drive Through Service Window

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**Effective Date:** December 18, 2002 (Revised 01/21/09) (Rev. 08/19/09) (Rev 5/19/10)

**Summary:** This document contains the services offered and service hours of the drive through window.

**Policy:** The Indian Creek Branch Drive Through Window is open:

Monday – Friday: CLOSED  
Saturday: CLOSED  
Sunday: CLOSED

Total hours of operation per week: 0

The following services will be offered to customers at the drive through window:

- Returning materials
- Renewals
- Pick-up of requested materials
- Payment of fines
- PIN numbers
- Distribution of library brochures, pamphlets, etc.

New library cards and reference questions will not be handled at the drive through window.