Place Items on Hold and Pick-Up by Appointment!

Step 1
You can request items using one of the following methods. You must have a valid library card.
- Use the online catalog. Go to our website at www.farmingdalelibrary.org. Enter your search terms in the Search our Catalog box to locate the book you want.
- Complete the Patron Request Form on our website at www.farmingdalelibrary.org.
- Call the Reference Desk 516-249-9090 ext 204 for Adult books.
- Call the Children’s Desk 516-249-9090 ext.224 for Children or Teen books.
- Email your request to adultrequests@farmingdalelibrary.org for Adult books.
- Email your request to youthrequests@farmingdalelibrary.org for Children or Teen books.

Step 2
You will be notified when your materials are ready for pickup. If you have an email address in your record you will receive an email alert, otherwise we will call you.

Step 3
- When you arrive to pickup your items, please call the library at 516-249-9090 ext 230. You will be required to give your library card barcode number so the staff can check out your materials.
- Staff will bring your items labeled with your last name and first name initial to the Parking Lot Entrance vestibule.
- When your items are ready, you will see a GREEN sign on the window that says Pickup Ready.
- You may enter to pickup your items when no other person is in the vestibule.

Step 4
Please return your materials. Returned materials will be quarantined for 72 hours before being checked in and cleared from your record. At this time, no fines will be charged.