



NEIT LIBRARY CURBSIDE PICK-UP

The NEIT Library is still closed to the public due to the COVID-19 pandemic, but will offer curbside pick-up starting on Monday, July 20.

Curbside pick-up will be available Monday–Thursday from 8:30 a.m. – 1:30 p.m.

Borrowing Policies

- Books may be borrowed by any current New England Institute of Technology [NEIT] student, faculty, staff member, or NEIT graduate.
- Loan period is 4 weeks. Books can be renewed two additional times unless requested by another patron. Renew books online by logging into your Library Account with your Student ID as your Library Card Number and your PIN, which is the last four digits from your student ID number. If you have difficulty with your log in, click on [Ask a Librarian](#).
- Books for loan are limited to the circulating collections (Circulating Collection and Oversize). There is a limit of 5 books per topic area and 10 books total.
- Periodicals and media do not circulate to students.

As always, for any questions, [Ask a Librarian](#).

To request materials for pick-up while library is closed:

1. Go to the Library's online catalog at <https://libcatalog.neit.edu/>. (You will need to log in to your NEIT account first.)
2. On grey bar on the top of the screen, click on "Log into your account."
3. Type in your Login and Password (your Student ID as your Library Card Number and your PIN, which is the last four digits from your student ID number).
4. Click on the LOG IN button.
5. Search the catalog to find the books that you need.
6. When on the screen for the book you would like, click on PLACE HOLD in the upper right-hand part of the screen with the information about the book.
7. You will get a "Confirm Holds" screen. In the Hold Notes on the bottom, indicate when you can come and pick up the books (pick-up days/times are M-Th 8:30 a.m.-1:30 p.m.). Leave a phone number and email address so that we can get back to you to confirm the date and time. Click on the CONFIRM HOLD button.
8. You will receive an e-mail when your items are ready for pick-up.

Alternate method:

1. Got to <https://library.neit.edu/About/Curbside-Pick-up> (Library>About>Curbside Pick-up).
2. Fill out the form at the bottom of the page and submit it automatically.
3. You will receive an e-mail when your items are ready for pick-up.

To pick-up your library materials:

1. Call 401-780-4198 when you arrive on the East Greenwich campus, Door 2 (the parking lot in the back of the building).
2. If you are in the East Greenwich building for classes, items may be picked up at the Library entrance. Call 401-780-4198 before arriving (extension 3398 if calling from an NEIT extension).
3. A staff member will bring the borrowed items to you. You will need to have your student ID card.

To return materials:

1. If you are in the East Greenwich building for classes, items may be returned to the library book drop (to the right of the Library entrance).
2. If you do not have classes on the East Greenwich campus, call 401-780-4198 when you arrive on the East Greenwich campus (M-Th 8:30 a.m.-1:30 p.m.) and a staff member will pick them up from you in the parking lot.