RDIC “Curbside” Drop off/ Pick up Instructions

As of June 10, 2020 the Regional Digital Imaging Center of the Athenaeum of Philadelphia began curbside drop off/ pick up scanning and printing services.

1. Drop off and Pick up of materials is by appointment only.
2. To schedule an appointment please contact Jim Carroll at jac@athenaonline.org or Mike Seneca at mseneca@athenaonline.org.
3. Drop off and Pick up appointments are available between 9:00 am and 2:30 pm, Monday through Thursday. The RDIC will be closed on Fridays until further notice.
4. Drop off and Pick up will be located in the back parking area of the Athenaeum. Accessible by vehicle or foot from St. James Street (along the side of our building).
5. Please arrive at your scheduled appointment time or within 10 minutes of your scheduled appointment time, to ensure your appointment can be honored.
6. No unscheduled customers.
7. The building is closed to all visitors. Under no circumstance should anyone enter the building. If you miss your scheduled appointment, please contact Mike or Jim to reschedule.
8. Only one customer per appointment. No shared work or appointments.
9. Masks must be worn when dropping off or picking up and social distancing practices need to be followed.
10. Payment can be made electronically. We can provide a paper Invoice for your records or a digital version can be sent along with a link to pay your bill.

Thank you for your consideration in following these guidelines while using our services, until conditions in the area improve and we are able to begin to resume a more normal schedule and operating practices. We appreciate your support.