



Because information is changing quickly, WVLS will send out an email each weekday around 9 a.m., featuring new developments for our member libraries related to COVID-19.

- 1) There is a [new webpage on the WVLS site related to COVID-19](#). It features updates with member libraries, resources, procedures for closing, and more. We recommend checking this page daily. This daily update will also highlight any additions or changes to this webpage.

Please follow the information under “Library Closure Procedures” posted on this page if your library has made the decision to close or does close.

- 2) Because of an increase in library closures, WVLS is suspending its courier service for ALL member libraries from Wednesday, March 18 - April 3. WVLS will do a reassessment on or before April 1.

Also, the South Central Library System has made the decision to suspend delivery service for all member libraries and statewide network customers at the close of business today, Monday, March 16 - Monday, April 6 (tentatively).

- 3) The WVLS Office closed at the end of the day on Monday, March 16 - April 6 (subject to change, if necessary). This means:
 - Staff are required to work remotely or take paid time off. Limited staff members will be allowed in the office area during this time.

- There will be no travel for WVLS staff to member libraries, meetings or conferences during this time.
- All scheduled meetings from WVLS will be virtual.
- Phone lines and emails by WVLS staff will be monitored as usual.
- The WVLS Board of Trustees meeting scheduled for Saturday, March 21 has been tentatively rescheduled for Saturday, April 18.

4) Holds and Transits

If your library remains open, or has staff working during the closure, please continue to run the title paging lists and pull items to fill holds for all libraries.

You will need to store the items in transit to other V-Cat libraries at your library until WVLS resumes courier service. Please keep in mind that holds placed by patrons may time out and expire before libraries are able to fill the hold. The number of hours before

a page is transferred to the next owning library has been increased to make holds less likely to expire during extended library closures.

WVLS will be following up with closed libraries regarding holds on an individual Basis. If you would like more information about holds and transits, please don't hesitate to contact us at help@librarieswin.org.

5) The LEAN WI shared Makerspace service is suspended and its booked via Lend-Items will not be available while the WVLS Office is closed (until April 6, subject to change).

6) The [WVLS Scholarships for 2020](#) will still be awarded, with the option of deferment until 2021. The application deadline for the remaining scholarships has been extended until Monday, April 13.

7) [WVLS staff are available](#) as a resource. This is a challenging and unique time for all of us. Let's work together and assist one another!