WVLS Plan to Accommodate Emergency/Long Term Temporary Closing of a Library  (Revised 3/16/20)

If your library should need to close for any reason, please contact WVLS at help@librarieswin.org and courier@wvls.org with the following information:

1) Library location(s) to be closed.
2) Anticipated length of closure and/or date to re-open.
3) Contact person and email/phone number where they can be reached during the closure.

When a library closes, WVLS Staff will:

1) Forward the email received or start a new email to all wvls staff with the closure and contact information. Also include courier@wvls.org and help@librarieswin.org if necessary.
2) Contact Waltco to suspend pickups and drop offs to closed library location(s).
3) If WVLS maintains the closed library location(s)' website, add a message about the closure to the website.
4) Send an email to the wvls.vcat@wvls.org list with the following information:
   a. Closed library location(s).
   b. Anticipated length of closure and/or date to re-open.
   c. Contact person and email/phone number where they can be reached during the closure.
   d. Request that library staff do not place holds to be picked up at the closed library location(s) during the closure.
5) Develop a plan to handle items in transit:
   a. Email wvls.vcat@wvls.org with specific directions for open libraries regarding pulling holds intended for closed library location(s) and items in transit to closed library location(s).
      i. On a case-by-case basis, depending upon the length of closure and delivery schedule, WVLS may ask Waltco to route items that are in transit to closed library location(s) to WVLS or another designated location.
      ii. On a case-by-case basis, depending upon the length of closure and expected number of items in transit, WVLS may ask V-Cat libraries to store items in transit to closed library location(s) until further notice.
6) Adjust the days closed table in Sierra to include the days the library location(s) will be closed.

If the closure is expected to last 2 days or more:

7) Extend due dates on items checked out at the closed library location(s) that will come due during the closure to the first day the library is expected to open.
8) Provide a report of holds on the shelf at the closed library location(s) to allow libraries to manually extend holds and contact patrons regarding their holds.
If the closure is expected to last 7 days or more:

9) Mark closed **library location(s)** as a closed in the V-Cat online catalog or remove hold pickup option in the V-Cat online catalog.

10) Add a message in the V-Cat online catalog browsing menu.

11) Make items from **library location(s)** not requestable.

12) Adjust paging tables for the **library location(s)**.

13) Extend patrons expiration dates for patrons of closed **library location(s)** that will expire during closure until the first day the library is expected to open.

When the library re-opens, WVLS staff will:

1) Contact Waltco to confirm delivery schedule.

2) Reverse any of steps 3-12 applied.

Note: Exceptions to this process may occur depending upon individual library needs and circumstances.