

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.