

WVLS Resource Sharing Levels in Response to Covid-19 Service Changes

(updated 6/11/2020)

This document serves as a template for advancing resource sharing when a library chooses to do so. Please note that this is a living document and a work in progress; it will be edited and added to as situations evolve.

Every V-Cat library and its community is unique and resource sharing decisions are made by local library boards. DPI recognizes that each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons.

WVLS Resource Sharing Level 1

Library buildings closed; no materials lending; no courier service.

No resource sharing between buildings or between libraries.

No courier service available.

WVLS Resource Sharing Level 2

Library buildings closed; curbside pickup of local materials allowed; no resource sharing; minimum courier service.

As recommended by the Division for Libraries and Technology to prioritize the safety of library staff and their communities, at this time WVLS is asking V-Cat libraries not to move items from building to building to fill new holds.

Courier service will be limited to one stop per week for most V-Cat libraries.

Libraries can use paging lists and create list to find items to fill local holds only:

- 1) Create list to find items to fill local bib level holds
(This temporarily replaces the title paging list)
- 2) Item paging list –only pull items that have a hold shelf destination of your library
- 3) Create list to find items to fill local item level holds

Check-in items returned in book drops:

- 1) Quarantine items for 72 hours
- 2) Backdate check-in
- 3) Use Do Not Fulfill Holds tool
- 4) Optional – Waive Charges on Items being checked in

Check-in items returned in courier bins:

- 1) Quarantine items for 72 hours based on the date and time indicated on the bin
- 2) Check-in items normally to allow incoming items from before closures to fill holds for pickup at your location.

When checking in items normally, some items returned in courier to your library may fill holds at other locations. Please set them aside for future delivery. Do not place these items in courier bins at this time.

WVLS Resource Sharing Level 3

Library buildings may be open and/or provide curbside service; Libraries may participate in resource sharing within their county; limited courier service.

V-Cat libraries may resume resource sharing between libraries within their county.

V-Cat libraries in each county may collectively determine when they are ready to resume resource sharing, however, individual libraries may choose to opt out of resource sharing. Updates should be shared with WVLS and will be communicated via the WVLS Covid-19 email update and WVLS Covid-19 resource page.

Most V-Cat libraries may choose to receive two courier stops per week.

Once resource sharing among counties begins libraries can use paging lists to fill requests within their county:

- 1) Title Paging list – only pull items that have a hold shelf destination within your county. * **
- 2) Item Paging list – only pull items that have a hold shelf destination within your county. * **
- 3) Create list to find items to fill local item level holds
- 4) Create list to find items to fill local bib level holds
- 5) WVLS will provide a clean-up list of items to fill “lost” holds within the county for each library within two weeks of beginning resource sharing.

Check-in items returned in book drops:

- 1) Quarantine items for 72 hours
- 2) Backdate check-in
- 3) Use Do Not Fulfill Holds tool
- 4) Optional – Waive Charges on Items being checked in

Check-in items returned in courier bins:

Quarantine items for 72 hours based on the date and time indicated on the bin

- 1) Libraries receiving items to fill holds may wait to check items in until they have capacity to arrange patron pickup for those items.
- 2) Check-in items normally to allow incoming items from before closures to fill holds for pickup at your location.

*Some items may fill holds at libraries at level 2 and level 3 outside of your county. Please set them aside for future delivery. Do not place these items in courier bins at this time.

**If an item fills a hold for a level 4 library, you have the option to

- 1) send the item to a level 4 library
- 2) set the item aside for future delivery when your library moves to level 4

WVLS Resource Sharing Level 4

Library buildings may be open and/or provide curbside service; Libraries may participate in resource sharing across participating V-Cat libraries; full courier service.

V-Cat libraries may resume resource sharing between all participating V-Cat libraries.

Individual libraries may choose to opt out of resource sharing*. Updates should be shared with WVLS and will be communicated via the WVLS Covid-19 email update and WVLS Covid-19 resource page.

V-Cat libraries may receive regularly scheduled courier stops.

Once resource sharing across participating V-Cat libraries resumes, libraries can use paging lists to fill requests:

- 1) Title Paging list
- 2) Item Paging list
- 3) Please do not send items to lower level libraries at this time. **
- 4) WVLS will provide a clean-up list of items to fill "lost" holds for each library within two weeks of beginning resource sharing.

Check-in items returned in book drops:

- 1) Quarantine items for 72 hours based on the date and time indicated on the bin
- 2) Backdate check-in
- 3) Please do not send items to lower level libraries at this time. **

Check-in items returned in courier bins:

- 1) Quarantine items for 72 hours based on the date and time indicated on the bin
- 2) Libraries receiving items to fill holds may wait to check items in until they have capacity to arrange patron pickup for those items.
- 3) Please do not send items to lower level libraries at this time. **

*Libraries at level 2, and level 3 outside of your county are choosing to opt out of sharing with your library.

**Some items may fill holds at libraries that are at lower sharing levels. Items headed to lower level libraries (level 2, level 3 outside your county) should be set aside for future delivery. Do not place these items in courier bins at this time.

WVLS Resource Sharing Level 5

Library buildings may be open; Libraries may participate in resource sharing across all participating V-Cat libraries; full courier service.

All V-Cat libraries have resumed resource sharing.

All V-Cat libraries are receiving regularly scheduled courier stops.