Notifying WVLS of Service Changes at Your Library

(Revised 7/13/2020)

**When Your Library Reopens or Adds Hours/Services**
When your library chooses to reopen, please send an email to help@librarieswin.org as soon as possible with the following information:

1. Date your library plans to reopen
2. Will an appointment be required to use the library?
3. Will an appointment be required to pick up holds?
4. Changes you would like made to your library’s print and email hold pickup notices.
5. Change to WVLS Resource Sharing Level, if any.
6. Any message you would like to appear on your library’s webpage

(if managed by WVLS)

WVLS will process requests in the order they are received with attention to the date your library will reopen. You will receive an email confirmation when the changes are complete.

You also might want to consider adding your opening to the [Wisconsin state-wide list](https://docs.google.com/spreadsheets/d/13RGjGCthsHIikMVLZalxqgDFZ7tdKbXYxF9w6jvtBIM/edit#gid=0), as well as the [National list.](https://docs.google.com/spreadsheets/d/1vG21vqjeWUyqQNin7QzAoxUBg2UMO8mCgGQ_rhnX2lI/edit?fbclid=IwAR0YK6q1WVoP8b_NwFym6LStGY-l6CSoZAn9ZvvRGbpXBjxpObYo_4L_QN0#gid=0)

**When Your Library Begins Curbside Service**
When your library chooses to resume curbside service, please send an email to help@librarieswin.org as soon as possible with the following information:

1. Date your library plans to begin curbside service.
2. Will an appointment be required to pick up holds?
3. Changes you would like made to your library’s print and email hold pickup notices. Please include desired email address or phone number.
4. Change to WVLS Resource Sharing Level, if any.
5. Any message you would like to appear on your library’s webpage

(if managed by WVLS)

WVLS will process requests in the order they are received with attention to the date your library will begin curbside service. You will receive an email confirmation when the changes are complete.

You also might want to consider adding your status information to the [Wisconsin state-wide list](https://docs.google.com/spreadsheets/d/13RGjGCthsHIikMVLZalxqgDFZ7tdKbXYxF9w6jvtBIM/edit#gid=0), as well as the [National list.](https://docs.google.com/spreadsheets/d/1vG21vqjeWUyqQNin7QzAoxUBg2UMO8mCgGQ_rhnX2lI/edit?fbclid=IwAR0YK6q1WVoP8b_NwFym6LStGY-l6CSoZAn9ZvvRGbpXBjxpObYo_4L_QN0#gid=0)

**When Your Library Closes**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.

[Here is a document that outlines the steps WVLS will take](https://wvls.org/wp-content/uploads/2020/03/V-Cat-Library-Closures-Plan-Final-Covid-19-1-2.pdf) to manage holds, transits, due dates etc. once we are made aware of a library closing. If you have additional questions or concerns after reviewing the document, please let us know.

You also might want to consider adding your closure to the [Wisconsin state-wide list](https://docs.google.com/spreadsheets/d/13RGjGCthsHIikMVLZalxqgDFZ7tdKbXYxF9w6jvtBIM/edit#gid=0), as well as the [National list.](https://docs.google.com/spreadsheets/d/1vG21vqjeWUyqQNin7QzAoxUBg2UMO8mCgGQ_rhnX2lI/edit?fbclid=IwAR0YK6q1WVoP8b_NwFym6LStGY-l6CSoZAn9ZvvRGbpXBjxpObYo_4L_QN0#gid=0)

# **If Your Library Needs to Change WVLS Resource Sharing Levels**

If your library would like to move to a different WVLS Resource Sharing Level, please contact WVLS at help@librarieswin.org.

Consult the [WVLS Resource Sharing Levels Document](https://wvls.org/wp-content/uploads/2020/06/2020.06.11-WVLS-Resource-Sharing-Levels.pdf) for more information.