

Library closing checklist for moving or remodeling

When you have a timeline:

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Contact Automation Operations – Pat Dolan: 608-261-9826 pwd@scls.lib.wi.us

Contact Automation Applications – Heidi Oliveren: 608-261-9109 hjo@scls.lib.wi.us

Option choices will depend on whether you are just remodeling or fully moving your library, also on the length of time your library will be closed.

OPTIONS for Applications changes

6 WEEKS BEFORE CLOSING:

Change your library Exception hours (calendar) to reflect the days you will be closed (required).

4 WEEKS BEFORE CLOSING

Encourage patrons to pick up holds prior to closure.

Encourage patrons to inactivate their holds or request a change of pickup location.

If you are closed for more than one week, we recommend requesting that your library be removed from the pickup location list 4-6 weeks prior to closing.

Get a list of holds with your library as pickup location so library staff can change remaining active holds with you as a pickup location to inactive while you are closed (optional). Inform your patrons that you will be doing this to prevent holds from being filled and sent to a closed location. They have the option of requesting an alternate pickup location.

1 to 4 WEEKS BEFORE CLOSING

SCL will remove your library from Pickup Location in PAC accounts.

You will send an email to scls-announce notifying them of your closure and your removal from the pickup location list.

If you choose to do so and if you have informed your patrons, make changes to the holds with your library as pickup location; library staff will make these holds make inactive or change the pickup location (optional).

SCL staff will change the status of your library's items to Storage/Unavailable (optional but strongly recommended for longer closures). This causes the system to bypass your items on the pick list and staff and patrons see a status that indicates your items are unavailable.

1 DAY BEFORE CLOSING

Item statuses are changed to Storage.

WHILE LIBRARY IS CLOSED

Staff should not check-in any items at all.

Automation staff or Library staff will run and Pass the entire pick list daily if statuses are not changed to Storage/Unavailable.

DAY BEFORE LIBRARY OPENS

Automation will restore library to pickup locations.

AFTER LIBRARY OPENS

Automation or Library staff will stop passing pick list.

Automation staff will change status of storage items back to In Library and will run a clean up report for library. Library staff will receive directions on clean up procedure.