Closing to the public for moving or remodeling?

When you have a timeline:
Contact Delivery – Corey Baumann 608-266-4695 cbaumann at delivery.info
Contact Tech Dept – Pat Dolan: 608-242-4714   pdolan at scls.info
Contact ILS Dept – Heidi Oliversen: 608-242-4711 holiversen at scls.info

General OPTIONS: Which options you select will depend on whether you are partially or fully remodeling your current location or moving to a new location, as well as the length of time your library will be closed to the public? SCLS staff will work with you to create an individualized checklist based on whether you will be fully or partially closed to the public.

6 WEEKS BEFORE CLOSING:
- Update your Calendar in Koha (Exception hours) to reflect the days you will be closed (required).
- Advertise your closure to your patrons.

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 blocked from the pickup location list 4-6 weeks prior to closing.

1 to 4 WEEKS BEFORE CLOSING
- SCLS staff will block your library as an active pickup location.
- Library staff will send an email to link-announce to notify other libraries your impending closure and your removal from the pickup location list.
- Suspend all active holds with your library as a pickup location 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).
- Submit the SCLS 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 that the items owned by your library are Unavailable.

 1 DAY BEFORE CLOSING
- Available Item statuses are changed to Unavailable.
- Library staff run and process their last Hold Shelf Action report and last Holds Queue report before closing.

WHILE LIBRARY IS CLOSED
- Staff should not check-in any items at all (fully closed).
- SCLS staff or Library staff will run and Pass the entire Holds Queue report daily if statuses are not changed to /Unavailable.

DAY BEFORE LIBRARY OPENS
- SCLS will restore library in pickup location list.
- SCLS staff will change status of Unavailable items back to Available.

- If Delivery has been retaining and storing returned items for your library, it is highly recommended that your staff receive the stored items 1-3 days prior to re-opening in order to give library staff the time needed to check-in and process all the items in the bins.

AFTER LIBRARY RE-OPENS
- The Hold Shelf Action report should be run every morning to catch any canceled holds; expired holds will not start appearing until 8 days after you re-open.
- Library staff will run and process items on the Holds Queue report.