

Please follow these instructions for the upcoming closing of The **Bethany** Library from **Monday, May 23 – Monday, May 30.**

Begin	End	Who	What
May 9	May 30	BE only	Any material checked out at Bethany beginning May 9 th will automatically have a due date of May 31 st . Date dues should reflect this date.
May 11	May 27	All Agencies	No reserves for Bethany will appear on Agency SR Search Lists beginning Wednesday, May 11 th . They will reappear on Saturday, May 28 th . Materials that are returned that only have Bethany customers on the waiting list should not say “Hold for Reserve.” If they do, please call Jimmy or Anne in IT and give them the Bib & Item no so they can research the issue.
May 11	May 27	All Agencies	Staff should not fill reserves for Bethany customers beginning May 11 th .
May 13	May 30	BE only	Staff at Bethany need to hold any reserves sent to them and receive them on Tuesday, May 31 st . If they receive before and customer has e-notify, the customer will receive an e-mail.
May 13	May 30	BE only	Bethany staff should not perform the receive reserves function beginning Friday, May 13 th . Bethany staff may resume using the receive reserves function Tuesday, May 31 st .
May 23	May 30	BE only	Bethany will continue to clear their bookdrop and route reserve material that has come in through the bookdrop.
May 23	May 30	BE only	No SR Search List will be generated for Bethany May 23 rd – May 30 th .
May 28		All Agencies	Staff may begin filling reserves for Bethany on Saturday, May 28 th .