

Please follow these instructions for the upcoming closing of The **Del City** Library from **Monday, April 9<sup>th</sup> – Sunday April 15<sup>th</sup>.**

Begin	End	Who	What
March 26	April 15	DC only	Any material checked out at Del City beginning March 26 <sup>th</sup> will automatically have a due date of April 16 <sup>th</sup> . Date dues should reflect this date.
March 28	April 13	All Agencies	No reserves for Del City will appear on Agency SR Search Lists beginning Wednesday, March 28 <sup>th</sup> . They will reappear on Saturday, April 14 <sup>th</sup> . Materials that are returned that only have Del City 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.
March 28	April 13	All Agencies	Staff should not fill reserves for Del City customers beginning March 28 <sup>th</sup> .
March 30	April 16	DC only	Del City staff needs to hold any reserves sent to them and receive them on Monday, April 16 <sup>th</sup> . If they receive before and customer has e-notify, the customer will receive an e-mail. Del City staff may resume using the Receive Reserves function on Monday, April 16 <sup>th</sup> .
April 9	April 15	DC only	Del City will continue to clear their bookdrop and route reserve material that has come in through the bookdrop.
April 9	April 15	DC only	No SR Search List will be generated for Del City April 9 <sup>th</sup> – April 15 <sup>th</sup> .
April 14		All Agencies	Staff may begin filling reserves for Del City on Saturday, April 14 <sup>th</sup> .