

Please follow these instructions for the upcoming closing of The **Downtown** Library from **Monday, March 31 – Sunday, April 27**.

Begin	End	Who	What
March 17	March 30	DN only	DN staff offer customers requesting ILL service the option of selecting a different pickup library. Remember to forward the yellow copy of the form to the pickup library.
March 17	March 30	DN only	DN staff remind customers checking out ILL materials to return them inside any of our other libraries, not in a book drop.
<i>March 17</i>	<i>April 18</i>	<i>ILL only</i>	<i>ILL staff will hold all requests to borrow materials received for pickup at DN.</i>
March 17	April 27	DN only	Any material (including ILL) checked out at DN beginning March 17 th will automatically have a due date of April 28 th .
March 19	April 25	All agencies	No reserves for DN will appear on Agency SR Search Lists beginning Wednesday, March 19 th . They will reappear on Saturday, April 26 th . If materials that are returned with only DN customers on the waiting list say “Hold for Reserve”, please call Anne in IT and give her the Bib & Item numbers so she can research the issue.
March 19	April 25	All agencies	Staff should not fill reserves for DN customers beginning March 19 th .
<i>March 24</i>	<i>April 25</i>	<i>ILL only</i>	<i>ILL staff stops routing materials for pickup at DN. Any ILL materials received for DN customers will be held for routing or will be returned & re-requested after DN reopens.</i>
March 28	April 27	DN only	DN staff will hold any reserves sent to them and receive them on Monday, April 28 th . If they receive before and customer has e-notify, the customer will receive an e-mail.
March 22	April 27	DN only	DN staff will not perform the receive reserves function beginning Saturday, March 22 nd . DN staff may resume using the receive reserves function Monday, April 28 th . If any ILL materials are received, return them to the ILL office. ILL staff will determine the appropriate course of action.
March 31	April 27	All agencies	Staff at all libraries will check in any ILL materials returned by DN customers and route the materials to ILL.
March 31	April 27	DN only	No SR Search List will be generated for DN March 31 st through April 27 th .
March 31	April 27	DN only	When computers are available, DN staff will continue to clear book drop and route reserve material. If any are ILL materials clear and route to ILL.
<i>April 21</i>		<i>ILL only</i>	<i>ILL staff submit requests of materials for pickup at DN.</i>
<i>April 25</i>		<i>ILL only</i>	<i>ILL staff prepare ILL materials held for CT customers for routing.</i>
April 26		All agencies	Staff may begin filling reserves for DN on Saturday, April 26 th .