

Please follow these instructions for the upcoming closing of the **Bethany** Library from **Monday, May 14<sup>th</sup> through Sunday, May 20<sup>th</sup>**.

Begin	End	Who	What
April 30	May 5	BE only	Any material checked out at Bethany beginning April 30 <sup>th</sup> will automatically have a due date of May 21 <sup>st</sup> . Date dues should reflect this date.
May 2	May 18	All Agencies	No reserves for Bethany will appear on Agency SR Search Lists beginning Wednesday, May 2 <sup>nd</sup> . They will reappear on Saturday, May 19 <sup>th</sup> . 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 2	May 18	All Agencies	Staff should not fill reserves for Bethany customers beginning May 2 <sup>nd</sup> .
May 4	May 20	BE only	Bethany staff needs to hold any reserves sent to them and receive them on Monday, May 21 <sup>st</sup> . If they receive before and customer has e-notify, the customer will receive an e-mail. Bethany staff may resume using the Receive Reserves function on Monday, May 21 <sup>st</sup> .
May 14	May 20	BE only	Bethany will continue to clear their bookdrop and route reserve material that has come in through the bookdrop.
May 14	May 20	BE only	No SR Search List will be generated for Bethany May 14 <sup>th</sup> – May 20 <sup>th</sup> .
May 19 <sup>th</sup>		All Agencies	Staff may begin filling reserves for Bethany on Saturday, May 19 <sup>th</sup> .