

Please follow these instructions for the upcoming closing of the **Belle Isle Library** from **Monday, April 29 – Sunday, May 12**.

Begin	End	Who	What
April 12	April 28	BI only	BI 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.
April 12	April 28	BI only	BI staff remind customers checking out ILL materials to return them inside any of our other libraries, not in a book drop.
<i>April 12</i>	<i>May 5</i>	<i>ILL only</i>	<i>ILL staff will hold all requests to borrow materials received for pickup at BI.</i>
April 15	April 28	BI only	Any material (including ILL) checked out at BI beginning April 15 <sup>th</sup> will automatically have a due date of May 13 <sup>th</sup> .
April 17	May 10	<b>All Agencies</b>	No reserves for BI will appear on Agency SR Search Lists beginning Wednesday, April 17 <sup>th</sup> . They will reappear on Saturday, May 11 <sup>th</sup> . If materials that are returned with only BI customers on the waiting list say “Hold for Reserve”, please call Jimmy or Anne in IT & give them the bib & item number so they can research the issue.
April 17	May 10	<b>All Agencies</b>	Staff will not fill reserves for BI customers beginning April 17 <sup>th</sup> .
<i>April 17</i>	<i>May 9</i>	<i>ILL only</i>	<i>ILL staff will not route materials for pickup by BI customers after April 17. Any ILL materials received for BI customers will be held for routing on May 10, or will be returned &amp; re-requested after BI reopens.</i>
April 20	May 12	BI only	BI staff will hold any reserves sent to them and receive them on Monday, May 13 <sup>th</sup> . If they receive before and the customer has e-notify, the customer will receive an e-mail.
April 20	May 12	BI only	BI staff will not perform the receive reserves function beginning Saturday, April 20 <sup>th</sup> . BI staff may resume using the receive reserves function Monday, May 13 <sup>th</sup> .  BI staff will not receive any ILL materials after April 20. Return any ILL materials to the ILL office. ILL staff will determine the appropriate course of action.
April 29	May 12	<b>All agencies</b>	Staff at all libraries will check in any ILL materials returned by BI customers and route the materials to ILL.
April 29	May 12	BI only	No SR Search List will be generated for BI April 29 <sup>th</sup> through May 12 <sup>th</sup> .
April 29	May 12	BI only	When computers are available, BI staff will continue to clear book drop & route reserve material. If any are ILL materials clear and route to ILL.
<i>May 6</i>		<i>ILL only</i>	<i>ILL staff submit requests of materials for pickup at BI.</i>
<i>May 10</i>		<i>ILL only</i>	<i>ILL staff prepare ILL materials held for BI customers for routing on May 13.</i>
May 11		<b>All Agencies</b>	Staff begin filling reserves for BI on Saturday, May 11 <sup>th</sup> .