

Please follow these instructions for the upcoming closing of the **Choctaw** Library from **Monday, May 13 – Sunday, May 19**.

Begin	End	Who	What
April 29	May 19	CT only	CT 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 29	May 19	CT only	CT staff remind customers checking out ILL materials to return them inside any of our other libraries, not in a book drop.
<i>April 29</i>	<i>May 6</i>	<i>ILL only</i>	<i>ILL staff will hold all requests to borrow materials received for pickup at CT.</i>
April 29	May 5	CT only	Any material (including ILL) checked out at CT beginning April 29 th will automatically have a due date of May 20 th .
May 1	May 17	All Agencies	No reserves for CT will appear on Agency SR Search Lists beginning Wednesday, May 1 st . They will reappear on Saturday, May 18 th . If materials that are returned with only CT 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.
May 1	May 17	All Agencies	Staff will not fill reserves for CT customers beginning May 1 st .
<i>April 29</i>	<i>May 17</i>	<i>ILL only</i>	<i>ILL staff stops routing materials for pickup at CT. Any ILL materials received for CT customers will be held for routing or will be returned & re-requested after CT reopens.</i>
May 4	May 19	CT only	CT staff will hold any reserves sent to them and receive them on Monday, May 20 th . If they receive before and the customer has e-notify, the customer will receive an e-mail.
May 4	May 19	CT only	CT staff will not perform the receive reserves function beginning Saturday, May 4 th . CT staff may resume using the receive reserves function Monday, May 20 th . If any ILL materials are received return them to the ILL office. ILL staff will determine the appropriate course of action.
April 29	May 19	All agencies	Staff at all libraries will check in any ILL materials returned by CT customers and route the materials to ILL.
May 13	May 19	CT only	No SR Search List will be generated for CT May 13 th through May 19 th .
May 13	May 19	CT only	When computers are available, CT 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 CT.</i>
<i>May 17</i>		<i>ILL only</i>	<i>ILL staff prepare ILL materials held for CT customers for routing.</i>
May 18		All Agencies	Staff begin filling reserves for CT on Saturday, May 18 th .