

Please follow these instructions for the upcoming closing of The **Southern Oaks** Library from **Monday, September 10 – Tuesday, September 25**.

Begin	End	Who	What
August 27	Sept 9	SO only	Any material checked out at Southern Oaks beginning August 27 <sup>th</sup> will automatically have a due date of September 26 <sup>th</sup> .
August 29	Sept 23	All Agencies	No reserves for Southern Oaks will appear on Agency SR Search Lists beginning Wednesday, August 29 <sup>th</sup> . They will reappear on Monday, Sept 24 <sup>th</sup> . Materials that are returned that only have Southern Oaks 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.
August 29	Sept 23	All Agencies	Staff should not fill reserves for Southern Oaks customers beginning August 29 <sup>th</sup> .
August 31	Sept 25	SO only	Staff at Southern Oaks need to hold any reserves sent to them and receive them on Wednesday, Sept 26 <sup>th</sup> . If they receive before and customer has e-notify, the customer will receive an e-mail.
September 1	Sept 25	SO only	Southern Oaks staff should not perform the receive reserves function beginning Saturday, September 1 <sup>st</sup> . Southern Oaks staff may resume using the receive reserves function Wednesday, Sept 26 <sup>th</sup> .
Sept 10	Sept 25	SO only	Southern Oaks will continue to clear their bookdrop and route reserve material that has come in through the bookdrop when computers are available..
Sept 10	Sept 25	SO only	No SR Search List will be generated for Southern Oaks September 10 <sup>th</sup> thru Sept 25 <sup>th</sup> .
Sept 24		All Agencies	Staff may begin filling reserves for Southern Oaks on Monday, September 24 <sup>th</sup> .