

Please follow these instructions for the upcoming closing of The **Harrah** Library from **Monday, September 12 – Tuesday, September 20.**

Begin	End	Who	What
Aug 29	Sept 20	HR only	Any material checked out at Harrah beginning August 29 <sup>th</sup> will automatically have a due date of September 21 <sup>st</sup> . Date dues should reflect this date.
Aug 31	Sept 19	All Agencies	No reserves for Harrah will appear on Agency SR Search Lists beginning Wednesday, August 31 <sup>st</sup> . They will reappear on Tuesday, September 20 <sup>th</sup> . Materials that are returned that only have Harrah 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.
Aug 31	Sept 19	All Agencies	Staff should not fill reserves for Harrah customers beginning August 31 <sup>st</sup> .
Sept 2	Sept 20	HR only	Staff at Harrah need to hold any reserves sent to them and receive them on Wednesday, September 21 <sup>st</sup> . If they receive before and customer has e-notify, the customer will receive an e-mail.
Sept 2	Sept 20	HR only	Harrah staff should not perform the receive reserves function beginning Friday, Sept. 2 <sup>nd</sup> . Harrah staff may resume using the receive reserves function Wednesday, September 21 <sup>st</sup> .
Sept 12	Sept 20	HR only	Harrah will NOT be clearing their book drop or routing reserve material that come in through the bookdrop.
Sept 12	Sept 20	HR only	No SR Search List will be generated for Harrah September 12 <sup>th</sup> – September 20 <sup>th</sup> .
Sept 20		All Agencies	Staff may begin filling reserves for Harrah on Tuesday, September 20 <sup>th</sup> .