

Please follow these instructions for the upcoming closing of The **Warr Acres** Library from **Monday, April 16<sup>th</sup> through Sunday, April 22<sup>nd</sup>**.

Begin	End	Who	What
April 2	April 22	WA only	Any material checked out at Warr Acres beginning April 2 <sup>nd</sup> will automatically have a due date of April 23 <sup>rd</sup> . Date dues should reflect this date.
April 4	April 20	All Agencies	No reserves for Warr Acres will appear on Agency SR Search Lists beginning Wednesday, April 4 <sup>th</sup> . They will reappear on Saturday, April 21 <sup>st</sup> . Materials that are returned that only have Warr Acres 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.
April 4	April 20	All Agencies	Staff should not fill reserves for Warr Acres customers beginning April 4 <sup>th</sup> .
April 6	April 22	WA only	Warr Acres staff needs to hold any reserves sent to them and receive them on Monday, April 23 <sup>rd</sup> . If they receive before and customer has e-notify, the customer will receive an e-mail. Warr Acres staff may resume using the Receive Reserves function on Monday, April 23 <sup>rd</sup> .
April 16	Apr 22	WA only	Warr Acres will continue to clear their bookdrop and route reserve material that has come in through the bookdrop.
April 16	Apr 22	WA only	No SR Search List will be generated for Warr Acres April 16 <sup>th</sup> – April 22 <sup>nd</sup> .
April 21		All Agencies	Staff may begin filling reserves for Warr Acres on Saturday, April 21 <sup>st</sup> .