Preparing for Temporary Library Closure

Contact the WYLD Office for assistance with any configuration changes, reports, etc.

In preparation for a short-term closure of library locations, various changes should be made to Workflows, Enterprise/WYLDCat and BC Mobile.

Plan to work with the WYLD Office to:

- Modify due dates for items currently charged to patrons
  - Request that the WYLD Office update all due dates for currently charged items so that nothing is due until after the library reopens
- Pause the sending of notices to patrons
  - Contact the WYLD Office to suspend notice reports & to reschedule when the library reopens
- Edit closed dates in the library calendar
  - Contact the WYLD Office if you need assistance in modifying your library’s calendar
- In as many formats possible, notify patrons of the library closure by working with the WYLD Office on messaging for:
  - SMS text notifications
  - Email notice reports for patrons with notices
  - Messaging about library closures in WYLDCat (Enterprise & Mobile)
- Remove the ability to place, suspend, or cancel holds & ILL on physical items from within the online catalog (both Enterprise & Mobile)
- Consider suspending ILL in WorldShare and VDX for interlibrary loan requests.

Other Considerations

Circulation

- Set up online user registration, extend temporary cards if needed
- Identify users with recently expired cards or those about to expire and extend their user privilege
- Modify checkout limits, bill, & overdue thresholds
- Fine forgiveness after the library reopens
Digital Content Access
- RBdigital, CloudLibrary, & OverDrive have removed patron blocks from authentication. Users with expired or blocked/barred cards will be able to use these services. Recommend that libraries using other services like Hoopla and Kanopy check into this as well.

GoWYLD Access
- There will be no change in access to GoWYLD databases and other resources. If patrons have a library card, regardless of the status, they will be able to authenticate for remote use.

WiFi
- Review wifi settings and consider updating them to meet the demand of patrons after hours or if you are not open to the public.

Recommendations for staff work if closed to the public:

General
- Look into online training and continuing education opportunities for staff.

Serials
- Run serials control record report in Analytics or in Workflows to find the serials titles under serials control for your library.
- Use serials control report to find titles you no longer receive.
- Delete MARC holdings records for titles you no longer receive, unless retaining back issues.
- Delete serials control records for titles you no longer receive.
- Review records of titles no longer received to be sure your library has removed all its holdings except for back issues intentionally retained.
- Review holdings on bib records looking for inconsistencies that make issues sort out of order...ie class scheme that is not the same as other issues, spacing, punctuation, inconsistent abbreviations.
- Update MARC holdings statements for titles you receive.
- Generate predictions for periodicals you receive.
- Delete old issues from the Received folder in the serials control record. Ask the WYLD Office for assistance if you need help finding the property setting that enables you to do this.

Cataloging
• Add RDA tag 380 **Comic or graphic novel** to records for comic books and records for graphic novels.
• Add other RDA tags to bibliographic records either by copying and pasting from similar records in WYLD that have been updated or by copying and pasting from the technote on “Elements for RDA tags…”
• Search your library’s shelf list to find call numbers out of order. Ask the WYLD Office for assistance if you don’t know how to do this.