**Circ Procedures for Emergency Closures**

When the library has to close suddenly for any reason, such as deep cleaning for COVID, please immediately do the following:

**Circulation:**

* **Check MyLibro** for pending curbside appointments that are scheduled on the current day and the next day.
* **Call patrons** to cancel or reschedule appointments.
  + If rescheduling, schedule the appointment for the third day after the library closes (the first day we potentially will be open again).
* After curbside appointments have been cancelled or rescheduled, **follow regular closing procedures.**
* Please **work from home** as much as possible during your scheduled shift. Some suggestions for tasks you can work on:
  + **Check email and Teams regularly, especially for updates**
  + Clean out old emails
  + Watch library-related webinars, etc.

**Circulation Admin.:**

* **Contact staff** via Teams, text, or phone to notify about library closing.
* **Turn off curbside appointments in MyLibro** for the time frame that the library will be closed.
* **Communicate with library administration** regarding closure and check regularly for updates.
* When the library reopens, turn MyLibro appointments back on if needed.