<div align="center">

RE-OPENING QUESTIONNAIRE

Return to: blackgoldhq@blackgold.org

</div>

Please fill in the following form to the best of your ability. Contact Kim Hunter at khunter@blackgold.org if you have any questions.

Library: _____

Contact: _____

Expected re-opening date: _____

<div align="center">

<u>GENERAL</u>

</div>

What services will you be providing? *(i.e. Limited hours, Curbside pick-up, Books-by-Mail, etc.)*

> [text box]

How will you check in items? Will items be quarantined? ___ Yes ___ No

 ____ We will check-in items and then process them using our quarantine procedures.

____ We will process items using our quarantine procedure and then check them in.

____ Other. Describe below.

> [text box]

Are staff going to be pulling holds daily? ___Yes ___No

Prior to COVID-19, holds stayed in the routing table for one day. Do you need items to remain in the holds routing tables longer for staff to pull? This will impact pick lists.

> [text box]

Will check-out limits stay the same?

Check-out Length of Time: ___Yes ___ No

Number of items allowed for check-out: ___ Yes ___No

Is check-out available for all material types/patron types? ___ YES ___ NO
(i.e. Library of Things, Book Club in a Bag, Electronic devices, etc.)
If not, then please delineate which material types and patron types should change?

[ ]

Any changes to due dates? If yes, please specify. _____

Any changes to branch "closed" dates in Polaris? If yes, please specify.

[ ]

Move items from Unclaimed to Held? *This has notice and statistical ramifications. It is recommended by Polaris that this be done manually on an individual item basis. The process cannot be done by bulk change.* ___Yes ___ No

If yes, please contact Kim directly to discuss details. (khunter@blackgold.org)

NOTICES
Date to re-activate notices
Please specify dates and types below:

- **Overdues/Bills (sent by lending branch). Date change:** _____
  Indicate text change:

  [ ]

- **holds (pickup/lending branch). Date change:** _____
  Indicate text change:

  [ ]

- **almost overdues (sent by patron reg library). Date Change:** _____
  Indicate text change:

  [ ]

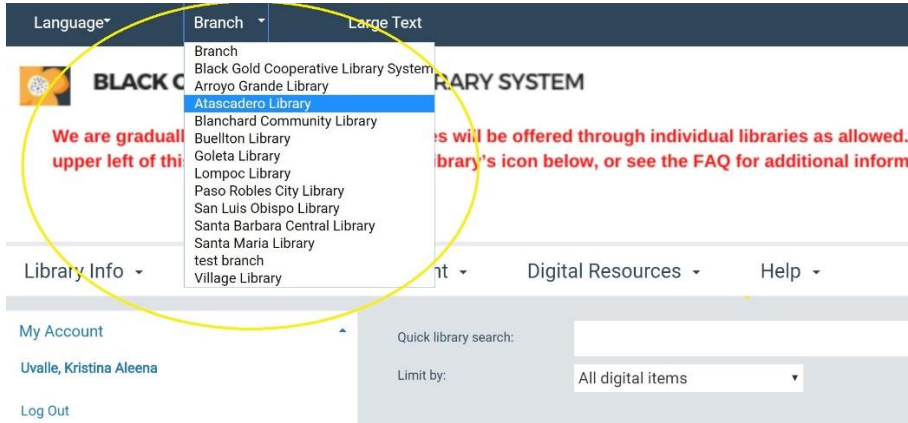- **fine (patron registered library). Date change:** _____
  Indicate text change:

  [ ]

PAC

Date PAC changes should be applied: _____

Open hours for PAC display? _____

Pickup branches to activate in PAC? _____

Which branches in upper left menu? *(these are also the branches that will appear in the 'narrow search' in the left-hand menu after search results are received)?*

Holds for all BG patrons or only local patrons (registered library)? _____

Will items be pulled from all locations? _____ Yes ___No

If no, indicate which locations will be pulling holds?

# Custom changes to PAC pages

see options on ATS website:
FAQ's PAC Changes

PAC message on branch portal page? Specify language.

For example, SLO's Branch page reads*: "County of SLO Public Libraries are currently only accepting hold requests for local patrons for curbside pickup at Atascadero, Arroyo Grande, and San Luis Obispo Libraries"*

Any other locations to make customized changes (like when the patron places a hold)? Hours of operation message?
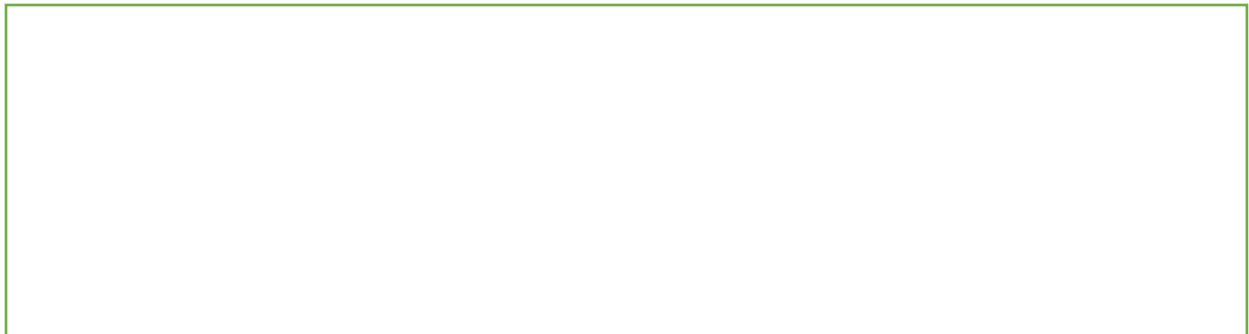
For extensive changes, please use the PAC Change Request Form.