**RIDES & MeLCat Checklist**

RIDES delivery resumes June 8, 2020
MeLCat Lending/borrowing resumes when 70-80% of libraries are operating again
Visitor Patron Service at JDL resumes when we enter Phase 4 of our Reopening Plan

**Stage 1:**

* Package/label all books belonging to other libraries
* Set up RIDES no-contact delivery spot
* Disinfect Totes with a spray consisting of 4tsp. bleach to 1-quart water. Allow 1 minute of contact before wiping down
* **DO NOT USE ANY CLEANERS OR SPRAYS ON ITEMS INSIDE TOTES**
* All materials must be quarantined for 24-72 hours before processing
* Packaging must be quarantined for 24 hours before opening

**Stage 2:**

* **Follow all steps in Stage 1**
* As items are returned by patrons, follow quarantine rules in Stage 1
* Items to be returned to other libraries: **after quarantine** – check in as normal, package and label
* Incoming items for our patrons: **after quarantine** - return all items as uncirculated (note titles and patron names for reordering)
* Our items being returned: **after quarantine** - check in as normal

**Stage 3:**

* RIDES delivery resumes but must be no contact
* NO NEW LENDING OR BORROWING
* Send all items owned by other libraries back to owning library

**Stage 4:**

* Once 70-80% of libraries are operating again, MeLCat will restart lending and borrowing options
* Visiting Patron Program is our local decision. It will not restart until we reach our own Phase 4 status.