

## To update and clarify materials procedures at branch libraries:

- Books checked in during April will stay at their assigned location. The following are examples:
  - o Oakland assigned books will stay in and be shelved in Oakland.
  - o Reedsport assigned books will stay in and be shelved in Reedsport.
  - o Sutherlin assigned books will stay in and be shelved in Sutherlin.
- Items checked in at one location but assigned to another location will be crated and picked up by the courier.
- Douglas County will complete a new inventory and add it as a new addendum to the IGA with Oakland, Reedsport, and Sutherlin so that both parties to the IGA will have a clean inventory with no changes. This will happen on or soon after May 1.
- We do not anticipate many returns to branches after April since all materials are due before the end of the month. If someone should bring back materials to a branch library after the end of April, that individual should be encouraged to return the item(s) to Roseburg as they are responsible for them. If not returned to Roseburg, the user may be subject to referral to a collection agency. We will work closely with the city and/or volunteers at each branch for materials returned or left, but there will no longer be courier service.
- We highly encourage cities that do not have library operations after the end of April to lock their book drops so that they are not used as trash receptacles.
- Please share this information with others.