CHECKLIST

Initial steps to resume RIDES & MeLCat services. Watch for updates on the RIDES and MeLCat email lists, and at https://mcls.org/melcatcovid.

❖ **When you get back to your library**
  ➢ Verify server IP Updates
    https://members.mcls.org/melcat_wiki/index.php/MeL_Server_Migration_2020
  ➢ Report any contact changes to MeLCat help to melcathelp@mcls.org
  ➢ Complete the 'Ready for RIDES' survey at https://mcls.org/readyforrides

❖ **Stage 1 – Prepare for RIDES delivery to resume**
  ➢ Go through totes that have been in your building since closure
    ▪ Outgoing totes
      • Remove and check in your own materials
      • Borrowed items being returned - put back in tote
    ▪ Incoming totes
      • Check in your own materials
      • Borrowed items - options:
        ♦ Check in and contact patron with pickup date
        OR
        ♦ Check in, process as Return Uncirculated and return to lender
  ➢ Establish a RIDES no contact delivery spot https://mcls.org/melcatcovid
  ➢ Disinfect totes – follow quarantine/cleaning guidelines https://mcls.org/melcatcovid
  ➢ Stack outgoing and all empty totes at the delivery spot

❖ **Stage 2 – Process remaining MeLCat materials**
  ➢ Items not in totes
    ▪ Borrowed items CHECKED IN and/or ON YOUR HOLD SHELF before closure - options:
      • Contact patron with new pickup date
      OR
      • Process as Return Uncirculated and return to lender
    ▪ Borrowed items RETURNED by the patron before or during closure
      • Follow quarantine/cleaning guidelines https://mcls.org/melcatcovid
      • Check-in and return to lending libraries

❖ **Stage 3 – Resume RIDES delivery service**
  ➢ Drivers pick up/deliver totes https://mcls.org/melcatcovid
    ▪ Follow quarantine/cleaning guidelines https://mcls.org/melcatcovid
    ▪ Check in your own materials
    ▪ Borrowed items - options:
      • Check in and hold for your patron to check out
      OR
      • Check in and process as Return Uncirculated and return to lender

❖ **Stage 4 – Resume MeLCat lending and borrowing**
  ➢ Complete the Ready for MeLCat survey at https://mcls.org/readyformelcat