

Fulfillment Reopening Checklist

Configurations (link to Alma documentation or write guides for wiki)

- Update Alma Calendar your institution / library (See [Alma Calendar Management](#))
- Turn on notices, adjust wording where necessary (See [ULMS Alma Letters Central Repository](#))
- Verify lost & paid profiles / job
 - Overdue and Lost Loan Profiles (See [Alma Overdue and Lost Loan Profiles](#))
 - Loan - Overdue and Lost Loan Job (See [Configuring Fulfillment Jobs](#))
 - Recommend leniency for CSU+ returns
- Update requesting in Alma / Primo (See RSFC/FFC Re-Open Forum Part 1 [recording](#))
 - Update request terms of use in each Fulfillment Unit for restricted collections during closure
 - Update Hold Request form & Labels
- Define / adjust Time to Reshelve, if previously changed for quarantining (See [ULMS Define Time to Reshelve](#))

Workflow Recommendations

- Develop procedures for restaffing and reopening (See [FFC Recommendations](#))
- Develop procedures for courtesy returns (See [Returning Books to the CSU Libraries](#))

Suggestions for quarantining returned items

- The RSFC and FFC recommend eliminating the quarantine period prior to the fall semester provided conditions do not change
- If quarantining, advertise check-in and requesting expectations in notices, near book returns, on webpage, etc. (i.e. All returned items will be quarantined for up to one week prior to being returned)

Suggestion for restaffing and reopening

- Organize workspace according to campus guidelines (i.e. masking and/or social distancing)
- Keep ample stock of anti-bacterial gel and wipes for both staff and users, especially in main study spaces and study rooms
- Consider touchless checkout (i.e. have user swipe their own ID card, have user hold up the barcode for staff to scan)
- Have signage encouraging frequent handwashing

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 - *Recommend leniency for CSU+ returns*
- Update requesting in Alma / Primo (See RSFC/FFC Re-Open Forum Part 1 [recording](#))
 - Update request terms of use in each Fulfillment Unit (link to Alma documentation)
 - Update Hold Request form & Labels
- Define / adjust Time to Reshelve (See [ULMS Define Time to Reshelve](#))

Workflow Recommendations

- Clear items from your hold shelf (See [Cancel Physical Item Requests in Bulk](#))
- Develop procedures for quarantining returned items
- Develop procedures for courtesy returns (Post to FFC wiki)

Suggestions for quarantining returned items

- Quarantine for a minimum of 24 hours before shelving or loaning
- Quarantine items away from high traffic areas
- Use gloves & mask when handling books, wash hands frequently
- Advertise check-in and requesting expectations in notices, near book returns, on webpage, etc. (i.e. All returned items will be quarantined for up to one week prior to being returned)

Suggestion for restaffing (not open to the public)

- Organize workspace according to social distancing guidelines
- Keep ample stock of anti-bacterial gel and wipes for both staff and users

Suggestions for reopening (staff and public)

- Consider safety measures such as sneeze guards and plexiglass sheets stationed at public service counters
- Put in place 6-ft social distancing floor markers