



Continuation of Services Policy

The purpose of this policy is to serve as a guideline for the library in the aftermath of a disaster.

Backup

- The director's, business manager's, executive assistant's, and staff file computers will be backed up regularly into Vaultlogix cloud storage.
- The patron database and online catalog are stored off site and maintained by SHARE.
- Digital financial records are stored on the executive assistant's computer and off site by the library's accounting firm.
- The library's website is hosted off site.
- Digital collections are hosted off site.

Circulation

If the library's collections are inaccessible, the director will contact SHARE to have the library's items marked "non-holdable". Patron accounts will still be marked "active" and patrons will be directed to other area libraries for service.

The director will contact IHLS to have inter-library loan (ILL) delivery suspended. Any VWPLD-owned items in ILL will be temporarily stored at the IHLS-Champaign hub at 1704 West Interstate Drive, Champaign.

Patrons will be encouraged to return any items checked out to any SHARE library, the closest being the Maroa Public Library District at 305 Garfield St, Maroa. **NOTE:** Libraries to the north of Clinton, including Heyworth Public Library and Farmer City Public Library are not SHARE libraries.

The library's digital collections, including Overdrive/Libby, Hoopla, and digital archival collections will still be accessible.

Communication

The director will use the library's social media accounts, website, and local news outlets for communication with the public.

Temporary Headquarters

The director will work with the Clinton Fire Protection District to determine if the building is safe for staff to enter. If the building is not safe to enter, the library will set up temporary headquarters at the DeWitt County Museum at 219 E. Woodlawn St., Clinton. **NOTE:** If there is a wide-spread disaster, staff availability may be limited.

- **Hours**
 - The library will negotiate open hours with the institution housing the temporary headquarters.
- **Staffing**
 - The director, business manager, and maintenance supervisor will focus on getting the library building back to a useable state.
 - The circulation supervisor will supervise the temporary headquarters and arrange staff scheduling.



- **Technology**
 - The library will purchase a Verizon hotspot for internet service.
 - The executive assistant will arrange the purchase of office supplies.
 - Computers, printers, and barcode scanners will be provided on loan from Lazerware.
 - The temporary headquarters will have at least two staff computers and one patron-access computer.
- **Circulation**
 - The director will contact IHLS to have ILL delivery at the temporary headquarters.
 - Patrons may pick up and drop off ILL items at the temporary headquarters.
- **Services**
 - Programs
 - Children's story times will resume once ILL delivery is established, if space allows.
 - Craft programs will resume if space allows.
 - Book clubs will resume once ILL delivery is established.
 - Homebound delivery will resume once ILL delivery is established.
 - The executive assistant will order replacement notary stamps for notary publics on staff. Notary service will resume once the stamps are received.
 - Reference and readers' advisory services and technology help will resume once temporary headquarters are established.
 - All other services will be suspended until the library building is in useable condition.