

URGENT PLEASE READ

Library services will be impacted

Friday, September 27 at 9 pm to Tuesday, October 1 by 12 pm

Dear Library members,

Exciting changes are happening in our consortium. With the addition of Mt. Prospect and Waukegan libraries, the CCS Consortium's collection will include 5,147,000 items—to enrich your library experience. While we work on this upgrade, please note the following:

- ▶ **Access:** No downloadable content will be available (all e-books and digital downloads).
- ▶ **Checking your account online:** Online accounts are unavailable beginning Friday, September 27 at 9 pm through Tuesday, October 1 by 12 pm. No additional material holds will be available—online or in person during this time.
- ▶ **Bring your physical library card to check out materials** located at the library and branch. **Members must have a physical library card to check out materials. Staff will not have access to look up members by name with an ID. Members will not be able to use their electronic library card barcode from the app for checkout.**
- ▶ **Self-Check Out Stations are closed.**
- ▶ **Study Rooms:** No reservations can be made for Friday, September 27 through Tuesday, October 1 by 12 pm. Available rooms will be on a first-come basis.
- ▶ **Automated Return Stations will not be operational.** Drop your returned materials inside the library or into an outdoor dropbox (books, DVDs, CDs).
- ▶ **Return E-devices** to the Adult Services desk (Wi-Fi hotspots, Rokus, tablets).
- ▶ **Extended due dates:** Enjoy your items a bit longer. The library is extending due dates so materials are not due during this time. **The materials check-in process** will begin on Tuesday, October 1.

We apologize for any inconvenience these temporary adjustments might cause. Our staff is striving to minimize disruptions. **This upgrade is estimated to take 4 days.**

Explore our existing collection inside the library and branch. Check out items from the front desk using a physical library card. **Staff will not have access to look up members by name with ID.**

Thank you for your understanding as we enhance your library experience together.

