

## **When there is a disruption in services due to a building renovation, temporary collection move, or other disruption in service**

Although each library's plan will be unique to your library's situation, a contingency plan for a temporary disruption should include the:

- Name of your institution and depository library number
- Expected beginning and ending dates of the disruption
- Reason for the disruption
- Name of a contact person at your institution for depository questions
- Plan outlining how you will continue to check in new depository receipts
- If needed, request that GPO temporarily change your depository shipment mailing address to a new location
- Description of any temporary storage to be used and how timely access or retrieval will be provided
- Explanation describing how Government information public service requests will be fulfilled for all formats affected
- Location of nearby Federal depository libraries for possible referrals
- Specific techniques for notifying library users and other libraries (both depository and non-depository) of changes in service, such as:
  - Advertising through a Web page notice, newsletter, social media, etc.
  - Notifying through electronic discussion lists
  - Recording a new telephone message
  - Posting signage in the library
  - Changing a standard email response
- Description outlining how your renovation will impact interlibrary loan (ILL) (if applicable).
  - Will you be able to send, receive, or contribute to any ILL?
  - Will your ILL operational status need to be temporarily changed?
- Description of any backlog of work that you anticipate will accumulate throughout the renovation project and strategies for addressing the backlog upon completion of the project

After the contingency plan is written, please submit copies of the plan to the Office of Outreach & Support (O&S) and to your regional library. GPO staff may contact you with further questions or revisions. In addition, please notify O&S and the regional depository at any time of any changes in the original plan, e.g., if the expected dates or timelines are altered.

### **GPO LSCM, Office of Outreach & Support Contact Information**

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