



The Library Network

Libraries Working Together

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TO: Delivery Libraries

FROM: Vince Nash, Building & Distribution Supervisor

DATE: May 6, 2020

SUBJECT: TLN Delivery Plans

Delivery/pickup of materials to/from member libraries will begin as soon as the State allows. We plan to start by delivering materials still at TLN and picking up any materials that have been returned during the lockout and/or any recent returns that have been quarantined (see below).

I know that not all libraries will be available immediately for delivery when the State allows us to return. If you plan to start later, please contact me at vnash@tln.lib.mi.us or 734-558-2180 or leave a help desk ticket (<https://helpdesk.tln.org>) with your expected delivery startup date.

POLICIES:

- All delivery materials will be quarantined for a minimum of 24 hours before TLN will accept;
- TLN will not be quarantining materials as it is expected all libraries will do so;
- If possible, spray or wipe bins/tubs with disinfectant after removing materials and before placing any materials in them;
- When delivery service restarts, TLN Delivery Drivers will practice social distancing and will wear mask and gloves.