

Van delivery – Phased opening of services with Freedom Xpress (FX)

Beginning June 2, libraries that wish to get items that have been “quarantining” in the FX sorting facilities may request delivery via the form set up specifically for this purpose to help us move towards resumption of delivery. During Phase 1 and 2 described below, delivery of items will occur on Tuesdays and Thursday only. You must have staff available to receive totes of library materials. Currently, we are **strongly** discouraging the use of MEFIND so as to not place any additional burdens on libraries to respond, mail items, etc. The form is at: https://www.maine.gov/msl/libs/interlib/covid_delivery.shtml

Phase 1 (June 1– June 19):

Deliver sorting facility/warehouse items to libraries. **Use only the “Ready for Delivery” form option on the form.** Each delivery request will result in a single delivery from the warehouse. **Each library will only need one delivery during this time, as no new items will be coming in to the system.**

Phase 2 (June 22-July 10):

FX will begin picking up materials from libraries that have previous returns or patron requests. MSL encourages communication between libraries about how to handle previous patron materials requests based on the borrowing library’s ability to provide to patrons via curbside or in the building. Libraries with Maine InfoNet supported systems should refer to “Bucket 2” operational instructions and the instructional addendum previously provided. **Use both the “Ready for Delivery” form option and the “Request Pick Up” form options. Libraries can make use of the form multiple times during this phase if they desire, as new material will be coming in to the system**

Phase 3 (July 13 – onward): MSL anticipates that regularly scheduled interlibrary loan services and van delivery will resume on this date based on the number of libraries open. MSL, along with Maine InfoNet and libraries, will evaluate readiness, number of libraries open and FX’s capacity to go fully back online before this date. **ARRC initiated ILL for small libraries would resume at this time upon agreement with Bangor Public Library, Portland Public Library, Maine State Library and Lewiston Public Library.** MaineCat facilitated requesting would resume during this period.

All services will be subject to any changes in the Governor’s Executive Orders as well as any determination of the [REALM Project](#) on the safety of library materials.

During Phases 2 and 3, Libraries that are a part of a consortium (URSUS, Minerva, MILS, Balsam, Aroostook Atrium, etc.) may determine resumption of consortium only borrowing in consultation with MSL, Maine InfoNet, or the consortium leadership. This will be dependent upon Freedom Xpress’s ability to provide the level of service to support the effort and in compliance with any Executive Order that may limit that expansion.