



State of Rhode Island
Office of Library & Information Services
 DEPARTMENT OF ADMINISTRATION

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 www.olis.ri.gov

One Capitol Hill
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To: LORI Library Staff
Subject: OLIS – LORI Delivery Service Suspended, May 1
Date: April 24, 2015

OLIS – LORI Delivery will be **temporarily suspended at the end of the day on May 1, 2015**. While OLIS has been working to ensure no interruption of delivery during the transition to a new vendor, we regret that we have not been able to avoid this interruption to service. We understand that this is an inconvenience and ask your patience and cooperation while we work through this transition. All consortium directors and library directors have been contacted and OLIS is working in collaboration with all libraries to make this transition as smooth as possible to minimize the inconvenience during this period.

On Monday, April 27 at the end of day, **OLIS strongly recommends** that libraries **suspend new HOLD** requests in the system to minimize the number of items held up and the number of patrons waiting for materials. HOLDs that are in the system should be processed; items will be delivered through Friday, May 1.

For DOD libraries, **no DOD request** should be made after 2 pm on Monday, April 27.

When receiving materials from patrons after May 1, please place slip with proper 3 letter code of destination library in item and place item in bin to hold until delivery resumes. While you may continue to process HOLDs, please make every effort to minimize the number processed; it will not be possible to move a large volume of materials during the first weeks of delivery.

All libraries will receive 1-2 extra empty bins to hold items. Request extra bins by Tuesday, April 28 if needed, by going to <http://www.olis.ri.gov/network/delivery/incident.php>

Materials will not be picked up on Friday, May 1. Drop off on Friday, May 1 only.

OLIS will notify all parties as to the date that LORI Delivery service will resume shortly. Please visit the OLIS website for more information.

Thank you for your cooperation.

Monday	Apr. 27	Vendor will pick-up and drop off materials as usual. No DOD request to be made after 2pm.
Tuesday	Apr. 28	Vendor will pick-up and drop off materials as usual. Last day of DOD pick up.
Wednesday	Apr. 29	Vendor will pick-up and drop off materials as usual
Thursday	Apr. 30	Vendor will pick-up and drop off materials. No DOD pick up, drop off only
Friday	May 1	Materials drop off ONLY. No pick up of materials.

