

Library Refurbishment Temporary Relocation Timeline – APPENDIX A

<p align="center">Monday 30th March Close library to public.</p>	<p align="center">Thursday 9th April Reopening of library service at alternative venue.</p>	<p align="center">Moving back to library building TBC once works have been completed.</p>	<p align="center">24th June 2026 End of 12 week venue hire based on construction works starting week commencing 6th April.</p>
<p align="center">Monday 30th March</p> <p>Close library to public. Start to pack books to take to temporary location. Staff to use a pre-determined 'pick list' for stock to be transferred. Around 720 books to take to new location. Public Network computers to be moved either beforehand or on this day to upstairs office. TBC if this is a CC task or can be completed by STC employees.</p>			
<p align="center">Tuesday 31st March</p> <p>Continue to pack books for relocation. Once completed, box up books staying at the library. Books staying at the library to be scanned and on system changed to 'workroom' status. Approx. 8,000 books in total.</p>			
<p align="center">Wednesday 1st April</p> <p>Staff off, CHTL working that day. Continue to pack books and liaise with Service Delivery moving furniture. Talk through and sort shelving and desks to be taken to the site. Any boxes staying in the library to be moved upstairs to mezzanine level.</p>			
<p align="center">Thursday 2nd April</p> <p>Pack remaining books staying in the library, move to mezzanine level. SD to start taking shelving, stock and desks to relocation site. CHTL to meet them at the relocation site to direct where to put items. Finishing up in the library- taking anything needed for the duration of the relocation. Exit premises.</p>			
<p align="center">Friday 3rd April</p> <p align="center">Good Friday- Bank Holiday</p>			

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Saturday 4th April

Half day as Saturday hours. Staff to set up library space at the temporary relocation. Arrange furniture if needed, start filling shelves with stock.

Monday 6th

Easter Monday- Bank Holiday

Tuesday 7th April

Library vacated- construction work starts

Staff to organise and arrange stock on shelves, set up desks and get room ready for the opening of the library service. Set up and connect staff CC laptops to wi-fi.

Wednesday 8th April

Library closed- staff off.

Thursday 9th April

Open library service to the public at the temporary venue. Normal opening hours commence dependant on relocation site.

Venue hire continues, more details and timeframe for building works as the work starts. This will need an element of flexibility as there are usually challenges and delays that arise during construction works. **Wednesday 24th June 2026** proposed end date for hire based on 12 week hire.