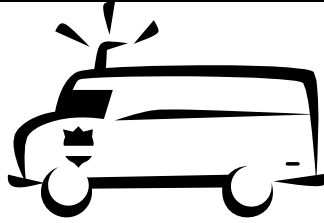


October 1, 2007



Vol. 1, #1

Prairie Area Library System Delivery News

The PALS Delivery Department just wanted to thank all of our member libraries for their help and cooperation in helping us to deliver over 2 million items in the last fiscal year. Without our member's proper labeling, packing and sorting of materials our job would be even more difficult.

But, as you know we can always do better. In order to do so, we would like to remind everyone that correct labeling is vital. Don't forget that the last letter of the PALS delivery code lets you know what color label should be on an item:

B = Blue (ex: JPBB); G = Green (ex: SVPG); Y = Yellow (ex: SYLY).

Another important reminder is that you should use scotch tape only and tape only to the delivery label – never tape directly on to library materials!

Please take the time to review delivery procedures with all your staff because there may be procedures that you or new staff is not aware of. For example, did you know that if you have 20 items or more for one library, it is not necessary to put labels on the materials if you separate them into their own bag or bin and mark the bag or bin with the borrowing library's four letter code? This pre-sorting saves PALS drivers a lot of sorting time. Please take the time to review labeling and other time saving procedures on our website at

http://www.palsnet.info/services/delivery/delivery_guide.asp

Another fairly new practice that would be of great help to us would be if you could separate the three PALS Service Center materials, **blue**, **green** and **yellow** labeled materials, into their own bags or bins. Drivers will be glad to explain the process or leave additional containers if you need them.

All the delivery schedules and codes are also available on our website at

http://palsnet.info/services/delivery/delivery_guide.asp

Did You Know?

In FY 2007, PALS operated 10 delivery routes and delivered 2,164,630 items. PALS drivers drive 437,000 miles per year and make more than 37,000 individual stops to libraries.

We plan to distribute periodic delivery newsletters like this with reminders and quick tips. Please post the newsletter for all staff that process materials for PALS delivery.

If you have any delivery questions or concerns please contact our delivery supervisors:
Brenda Roman – Coal Valley, ext. 3152, brendar@palsnet.info
Marilyn Janssen – Rockford, ext. 4470, marilynj@palsnet.info
Shirley Grasty – Shorewood, ext. 2706, shirleyg@palsnet.info

Thanks Again!