

**December
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Prairie Area Library System Delivery News

Holiday Deliveries....

PALS will be closed on December 24, December 25, December 31 and January 1 in observance of the Christmas and New Year's holidays. There will be no deliveries made those days. We have also set the following last days / resume days for our school and academic members that are closed over the holidays:

Week of December 14 - 18: all school and academic library deliveries as normal

Week of December 21 - 25: no school deliveries this week; last day for PALS academic library deliveries is December 23

Week of December 28 – Jan 1: no school or academic deliveries this week

Week of January 4 – 8: all deliveries resume as normal

If your school/academic calendar varies from this schedule, please contact your delivery supervisor to adjust the schedule for your library.

Winter is here....

Mother Nature got a jump on the official start of winter last week, but that is not surprising! Because PALS covers a large geographic area, we are not always aware of the weather conditions at your library. Please contact your delivery supervisor at your service center if there are poor road conditions that we need to pass along to our drivers. Or, you can call the driver for your route directly using the cell phone numbers provided below.

Although we make all attempts to deliver materials to our member libraries, staff safety is the primary consideration and sometimes we have to cancel routes as we did last week. A weather related cancellation and closure message is maintained on the auto-attendant of the PALS telephone system. In the case of a cancellation or closure, a message will be created to play on the standard greeting of the PALS telephone system. We will also add a news items to the PALS website. Under normal circumstances, the phone message/website news should be posted by 6:30a.m., and will be updated throughout the day should there be further cancellations or closures. We will also send an email to the specific delivery mailing list to announce that a route has been cancelled. If you are not subscribed to the delivery mailing list for your delivery route, you can subscribe yourself at <http://mailman.palsnet.info/mailman/listinfo> or contact the PALS delivery supervisor for your hub.

Route	Driver Cell #	Route	Driver Cell #
CV Downtown	309-798-6836	RF Northwest	815-218-9260
CV Southeast	309-798-6837	RF Southwest	815-904-4074
CV Northeast	309-798-6838	SW Central	815-409-1196
RF Northeast	815-218-2925	SW South	815-409-1197
RF Southeast	815-218-8555	SW Northwest	815-409-1194

Delivery Code Changes....

PALS staff has begun the process to change all PALS delivery codes to add a route designation. This will help members and PALS staff sort more easily as a library's delivery route will be much more easily identifiable. Because the delivery code is used for various purposes in PrairieCat, we are implementing this change carefully and gradually over a number of weeks to avoid problems as much as possible. We will keep members informed of the codes that have been changed as the project progresses. Here is a first glance at the PALS delivery routes and the route designator assigned to each route:

1=Shorewood Central Route
 2=Shorewood South Route
 3=Shorewood Northwest Route
 4=Shorewood Mail/UPS/Pickup Route
 5=open code
 6=Coal Valley Downtown Route
 7=Coal Valley Northeast Route
 8=Coal Valley Southeast Route
 9=Coal Valley Mail/UPS/Pickup Route

10=open code
 11=Rockford Northeast Route
 12=Rockford Southeast Route
 13=Rockford Northwest Route
 14=Rockford Southwest Route
 15=Rockford Mail/UPS/Pickup Route
 16=open code

Here are a couple of examples of delivery codes with the new route designator added:

Old Delivery Code	Library	New Code W/Route Designator
SVPG	Silvis Public Library	SVPG-6
WC2Y	West Carroll High School	WC2Y-14
YKBB	Yorkville Public Library	YKBB-3

Once the new codes are implemented, all libraries will need to write the full code including the route designator on any materials being sent on PALS delivery. The full code will appear in PrairieCat when you trap a hold or put an item in-transit. If you have any questions or concerns about this project, feel free to contact Judy Hutchinson at ext 3150 or judyh@palsnet.info.

Delivery Tips...

Correct labeling is vital. We receive literally hundreds of books weekly on their way home that are relabeled using the wrong color label. We realize that crossing out your library code and reentering another may seem like a time saver, but if it is not labeled with the correct color label it can delay the item as much as 2 to 3 days before it gets to the correct service center and route. 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-1); G = Green (ex: SVPG-6); Y = Yellow (ex: SYLY-12)

We have been receiving books labeled with ILDS labels for OCLC requests for another PALS member. To route materials to another PALS member that were requested via OCLC, please use the same procedures as for routing on PALS delivery. Use the proper color label, supply a copy of the OCLC request inside the book with due date on the label. If you are requesting ILLs via OCLC, please be sure that your full PALS delivery code is in your "ship via" information in your constant data so it is easy for other PALS members to find and use. ILDS labels should only be used for routing materials to PALS academic member libraries that only receive delivery via ILDS and for routing materials outside PALS on ILDS to other Illinois libraries.

As part of the code change project described above, we will be adding "ILDS" to the end of codes for PALS academic member libraries that only receive delivery via ILDS. For example, Kishwaukee College's new PALS delivery code will be KIS-ILDS in the PALS member directory and in PrairieCat. We hope this will help make it clear that their materials should be sent with an ILDS label affixed.

What Will PALS Deliver?

We frequently get questions about what PALS drivers will and won't take on our deliveries. Here's a summary from the Delivery Member Services Guide available on the PALS website at <http://www.palsnet.info/member-services/delivery-ill/overview/delivery/delivery-member-services-guide-revised.pdf> :

PALS drivers will deliver the following items:

- Resource Sharing items – library materials that are classified, catalogued and available for loan. Primarily this means items that are directly related to completing a systemwide hold or other interlibrary loan transaction. It also includes reciprocal borrowing items that are returned at another library.
- Freebies/Exchanges between member libraries (that will be added to the recipient library collection) of no more than one box per exchange. Delivery of multiple boxes in exchange must be handled by the members involved.

- Library materials traveling to/from Houchen Bindery via PALS as long as it is library material (no textbooks) and the library has fewer than 100 items per month for the bindery. If the library has more than 100 items, Houchen should be contacted for direct pick-up and delivery.
- Communications between member libraries that are in interoffice envelopes and affixed with a proper PALS label.
- PrairieCat reports and notices that are shipped in aggregate to the member library.
- Items sent out from PALS.

The following are included among items that will not be delivered by the PALS Delivery Service:

- Items that are addressed to an individual in standard mail format and can be mailed via the U.S. Postal Service.
- Donations for library sales.
- Circulating collections between members.
- Office and library supplies.

All other items will be delivered at the discretion of the PALS staff.

As always if you have a problem or concern regarding your delivery please let the Delivery Supervisors know and they will be glad to work with your library to get the problem resolved.

Brenda Roman – Coal Valley hub, ext. 3152, brendar@palsnet.info

Marilyn Janssen – Rockford hub, ext. 4470, marilynj@palsnet.info

Ray Male – Shorewood hub, ext. 2706, raym@palsnet.info



Happy Holidays from the PALS delivery staff and
thanks for all you do to help us keep up with our delivery volume!