

**Cribsheet for Routing Materials to ILDS Locations and
Non-ILDS Locations Inside and Outside PALS**

The list of ILDS participants is available in a pull down menu at: <http://www.illinoisdelivers.net/memlist.html> To find out which regional library system a library is a member of, refer to the Illinois State Library's Every Library in ILLINET directory at <http://www.eliillinois.org>

Item going from	Item going to	Labeling & Shipping	What type of material might this be?
Non-ILDS PALS library <i>example: LaSalle PL (LSBB)</i>	Non-ILDS PALS library <i>Ex: DeKalb PL (DKLY)</i>	Use a PALS delivery label/slip with a PALS delivery code. Last letter of PALS code tells you which color of label to use: G = green (example: MPL G) B = blue (example: JP B) Y = yellow (example: DK L Y) Ship via PALS delivery	PrairieCat hold / return NIC hold (via SHARE) / return OCLC request /return Fax/mail ILL request / return Reciprocal borrowing return
Non-ILDS PALS library <i>example: LaSalle PL (LSBB)</i>	ILDS PALS library <i>Ex: Illinois Valley CC (IVBB)</i>	Use the new ILDS label and circle the destination ILDS library. Ship via PALS delivery. PALS will ship on ILDS to the ILDS PALS library.	PrairieCat hold / return I-SHARE request return OCLC request / return Fax/mail ILL request / return Reciprocal borrowing return
ILDS PALS library <i>example: Sauk Valley CC (SULY)</i>	ILDS PALS library <i>Ex: Illinois Valley CC (IVCB)</i>	No label needed. Bag and ship directly via ILDS.	I-SHARE request / return OCLC request / return Fax/mail ILL request / return
Non-ILDS PALS library <i>example: LaSalle PL (LSBB)</i>	Non-ILDS, Non-PALS library <i>Ex: Oak Park PL</i>	Use the new ILDS label. Provide the final destination library and circle the correct library system. Ship via PALS delivery. PALS will ship on ILDS to the non-PALS library via their library system.	SHARE request / return OCLC request / return Fax/mail ILL request / return
Non-ILDS PALS library <i>example: LaSalle PL (LSBB)</i>	ILDS Non-PALS library <i>Ex: Eastern Illinois University</i>	Use the new ILDS label and circle the destination ILDS library. Ship via PALS delivery. PALS will ship on ILDS to the ILDS PALS library.	I-SHARE request return OCLC request / return Fax/mail ILL request / return
ILDS PALS library <i>example: Sauk Valley CC (SULY)</i>	Non-ILDS, Non-PALS library <i>Ex: Oak Park PL</i>	Use the new ILDS label. Provide the final destination library and circle the correct library system. Ship via ILDS.	OCLC request / return Fax/mail ILL request / return
ILDS PALS library <i>example: Sauk Valley CC (SULY)</i>	ILDS Non-PALS library <i>Ex: Eastern Illinois University</i>	No label needed. Bag and ship directly via ILDS.	I-SHARE request / return OCLC request / return Fax/mail ILL request / return

Be sure your OCLC borrowing constant data records and ELI record has the correct PALS delivery code and ILDS code.

PALS ILDS Locations as of July 1, 2008:

Library Name	ILDS Code
Augustana College	AUG
Black Hawk College	BHC
Highland Community College	HIC
Illinois Valley Community College	IVC
Joliet Junior College	JOL
Kankakee Community College	KCC
Kishwaukee College	KIS
Lewis University	LEW
Northern Illinois University	NIU
Olivet Nazarene University	ONU
Rasmussen College	RAS
Rock Valley College	RVC
Rockford College	RKC
Sauk Valley Community College	SVC
University of Illinois at Rockford	UIR
University of St. Francis	USF
PALS – Coal Valley Service Center	PAC
PALS – Rockford Service Center	PAR
PALS – Shorewood Service Center	PAS

PALS will not deliver to these academic libraries as of January 2, 2008. All materials will be shipped to them daily via ILDS.

The only exception to this is that PALS will continue PALS delivery to Black Hawk College and Highland Community College because they are PALSGroup fully participating members and a lot of their resource sharing activity is with other PALSGroup fully participating libraries. PALSGroup libraries that receive hold requests from BHCG or HCCY may continue to use regular PALS labels to route materials.