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## INSTRUCTIONS FOR ROUTING MATERIALS ON PALS DELIVERIES

### A. Addressing materials for delivery

- 1) PALS libraries may use any of these methods to address materials for delivery:
  - a) labels provided in different sizes on the PALS website at:  
<http://www.palsnet.info/member-services/delivery-ill>
  - b) a plain piece of paper no smaller than 2-3/4" x 4" and no larger than 8-1/2" x 11"
  - c) A book band purchased by the member library
- 2) The label, paper or band **must be** the color that corresponds with the **receiving** library's delivery service center hub. The last letter of the PALS delivery code indicates the correct color of paper, G=Green, Y=Yellow, B=Blue.
  - a) Coal Valley - use green paper for routing materials to a library served out of the Coal Valley service center. Their delivery code will end in a "G."
  - b) Rockford - use yellow paper for routing materials to a library served out of the Rockford service center. Their delivery code will end in a "Y."
  - c) Shorewood - use blue paper for routing materials to a library served out of the Shorewood service center. Their delivery code will end in a "B."
- 3) Criteria for marking green, yellow or blue labels or bands:
  - a) PALS label/band **must be** clearly marked with the destination library's 4-letter delivery code in letters at least 1/2" high. Using black marker is highly recommended. Use only the official PALS four letter code. Do not use other abbreviations that might confuse delivery drivers. A list of official PALS four letter delivery codes can be generated on the PALS website at:

<http://www.palsnet.info/member-services/delivery-ill/overview/delivery-codes>

b) No other information is required for items being routed between PrairieCat Fully Participating or Union List libraries to fulfill holds or for return of items checked in at a non-home PrairieCat library.

c) When items are **checked out** and routed to non-PrairieCat PALS libraries, the label/band must indicate the **due date** and the **delivery code** of the home library. That information **must be** added to a plain paper label or band if a PALS label is not used.

d) The Comments and LLSAP hold portions of the PALS label are for optional use. Under comments you could add information like "In Library Use Only" or other information you need to pass along to the borrowing or home library.

4) Routing OCLC requests:

- a) To route materials to another PALS member that were requested via OCLC, use the same procedures as described above for routing on PALS deliveries:
- i. Use the proper color label, piece of paper or band
  - ii. Supply a copy of the OCLC request with the due date, or
  - iii. Supply the OCLC Request Identifier # and the due date on the label, piece of paper or band

5) Routing via PALS delivery for the Illinois Library Delivery Service (ILDS):

The ILDS label should be used for:

- a) Routing materials to PALS academic member libraries that only receive delivery via ILDS. These libraries have a three-character delivery code.
- b) routing materials outside PALS on ILDS to other Illinois libraries

6) Printing Delivery Routes – there is a report-generation feature on the PALS website (<http://www.palsnet.info/member-services/delivery-ill/overview/delivery-route>) that allows members to create "cheat sheets" for each delivery route as needed. Reports are sorted in delivery route order and can be limited by delivery hub or route. Circulation staff has found use of these sheets reduces routing errors.

## B. Securing items using rubber bands

- 1) Rubber band the item and if using a label, tape the label to the rubber band. DO NOT TAPE THE LABEL DIRECTLY ON TO THE ITEM AS THAT MAY DAMAGE THE COVER.
- 2) The only tape used should be removable tape, not book tape.
- 3) A small handful of items of similar size may be rubber banded together only if they are being sent to the same library. Do not rubber band items together that are being routed to different libraries. Do not rubber band too many items together as that will put stress on the rubber band and could cause it to break. Do not rubber band together items of very different sizes as that will cause "pyramided" items that are hard to stack in containers.

## C. Sorting bags or boxes for delivery

All PALS members are required to pre-sort materials being shipped on PALS deliveries according to the follow breakdowns. PALS will provide containers, sorting requirements and delivery route lists for each library's hub.

- 1) Member libraries that receive **one, two or three** deliveries per week:
  - a) Container (s) for any libraries on your route
  - b) Container (s) for all other libraries in your hub and ILDS
  - c) Container (s) for each of the other delivery hubs (sorted by two other colored labels within PALS)
- 2) Member libraries that receive **four or five** deliveries per week:
  - a) Container (s) for any libraries on your route
  - b) Container (s) for each of the other routes in your delivery hub
  - c) Containers (s) for each of the other delivery hubs (sorted by two other colored labels within PALS)
  - d) ILDS materials may be placed in any of the containers (a) or (b) staying within your hub
- 3) Members that routinely have more than 20 items for any other individual member library should sort into individual containers for that library. (Typically applies only to libraries that receive 750+ items per week. Members will be notified by PALS if they are a library that needs to do this on a consistent basis.) The advantage of this presorting is that individual items do not need to be labeled. Instead, the entire bag or box should be clearly marked with the destination library's 4-letter delivery code. Any member can choose to do this library-specific sort

when they occasionally get a sufficient number of materials for another library. Library staff should contact the delivery supervisor for their hub to discuss additional bags or bins to be used for this purpose if needed.

#### **D. Special Handling for Materials – Please use common sense!**

- 1) Magazines/periodicals, graphic novels/comic books, other similar thin publications should always be shipped in an envelope or with cardboard on both sides to prevent damage; a label should be affixed on the outside of the envelope or cardboard package.
- 2) Members may ship their CDs in the original jewel case enclosed in bubble wrap, with label on outside, or may purchase and use hard plastic CD cases for circulation of their CDs. Borrowing libraries should endeavor to return CDs shipped to them in bubble wrap in similar packaging.
- 3) Other fragile items – members should also use common sense to ship other potentially fragile materials such as DVDs in cardboard cases, rare books, etc., in packaging that helps protect the material.
- 4) If a library chooses to borrow magazines, graphic novels, CDs, or other fragile material, they are responsible for purchasing/supplying proper shipping materials to follow these policies/procedures.