

Preparing ILL items for the statewide delivery

Step 1

Check the Wisconsin Libraries' Delivery Network List* to see if the library is a delivery participant. **If the library is not on the list, the item must be mailed.**

* The list can be found at <http://psw.scls.lib.wi.us/delivery/networks/networks.html> or by going to the extranet <http://extranet.winnefox.org> then clicking on the *ILL tab* then *Delivery libraries* under *Statewide* in the Delivery section.

Tip – if the lending library provides a routing label, use that rather than filling out your own.

The Wisconsin Libraries' Delivery Service Network list has three columns.

Delivery Network Member (For:) | System Delivery Hub (To:) | Delivery Schedule

Step 2

All items sent via the Wisconsin Libraries' Delivery Network must be labeled with the following routing information legibly and prominently displayed:

- Route To: (system delivery hub) - 2nd table column
- For: (delivery network member) - 1st table column
- Date: (date put into delivery)
- From: (library putting item into delivery) Winnefox will already be printed in this column. Be sure to add your library.

Tip –MINITEX items

Items loaned by MINITEX (MII) will come with paperwork that just needs to be flipped over so "Return to: MII" is sticking out of the book. Use this paperwork rather than a pink label.

You may also receive items from libraries that are on the MINITEX delivery but were not loaned to you from MII. For these items use a pink delivery label.

To determine if an item is on the MINITEX delivery, refer to the [list of libraries on the MINITEX courier network](#). (a link to this can be found under MINITEX on the Wisconsin Libraries' Delivery Network List.) If library description says "Deliver via Courier" you can return item via the delivery; if it says "Deliver via UPS/USPS" you must return it via US Postal Service or commercial parcel/courier services.

Step 3

Attaching Routing Label

Use *Removable Scotch Tape* (Scotch 811 tape) when affixing routing labels directly to library materials. Be sure to tape down the routing label at both ends. Also, please wrap a single rubber band around the item. This will prevent routing labels from coming loose during shipping and will help keep any paperwork in the item.

Step 4

Place item in the Winnefox delivery bin. (You do not need to put a blue Winnefox routing flag in the item.)

Additional Tips

– Order additional pink labels for statewide delivery using the "Routing slips, transfer labels, and delivery supplies order form" on the extranet.

<http://extranet.winnefox.org/delivery-supplies>

– Multiple items may be bundled together if you follow these guidelines

- All materials in a bundle must be for the same library-- not just the same system (for example, it's OK to bundle 3 items going to Madison PL, but not to bundle items going to 3 different libraries in South Central Library System.)
- All materials in a bundle must be of the same or roughly the same size
Avoid creating "pyramid" bundles of items of various sizes. Such bundles are difficult to stack in the bins, wasting space.
- Maximum height of a bundle should be no more than 4 inches.
- You may attach just one routing label to the top item in a bundle.
- Wrap a rubber band around the bundle and over the routing label on the top item in a way that won't cause damage to the items.

If you have questions, please contact Michelle in the Winnefox ILL department.

ill@winnefox.org or 920-236-5219 ext.4818

*See next sheet for examples of completed labels.

Examples:

Member (For:) Appleton Public Library
Hub (Route to:) Outagamie-Waupaca

Write on Label:

To: Outagamie-Waupaca
For: Appleton PL

Route to Outagamie-Waupaca
(System Delivery Hub)

For Appleton
(Receiving Library)

Date 1/12/15

Notes _____

From Winnefox/ Your Library

Wisconsin Libraries Delivery Network

Member (For:) Cardinal Stritch University
Hub (Route to:) SWITCH

Write on Label:

To: SWITCH
For: Cardinal Stritch University

Route to SWITCH
(System Delivery Hub)

For Cardinal Stritch Univ
(Receiving Library)

Date 1/12/15

Notes _____

From Winnefox/ Your Library

Wisconsin Libraries Delivery Network

Tip – If the information on both the To: & For: line is the same, it is only necessary to fill in the To: line.

Tip – if a library is named for a person use the city name rather than the library name. The delivery list will help you with this.

Member (For:) UW-Eau Claire – McIntyre Library
Hub (Route to:) UW-Eau Claire

Write on Label:

To: UW Eau Claire

Route to UW- Eau Claire
(System Delivery Hub)

For _____
(Receiving Library)

Date 1/12/15

Notes _____

From Winnefox/ Your Library

Wisconsin Libraries Delivery Network

Member (For:) Hedberg Public (website will redirect you to Janesville Public)
Hub (Route to:) Arrowhead

Write on Label:

To: Arrowhead
For: Janesville PL

Route to Arrowhead
(System Delivery Hub)

For Janesville
(Receiving Library)

Date _____

Notes 1/12/15

From Winnefox/Your Library

Wisconsin Libraries Delivery Network