

Preparing ILL items for the statewide delivery

Step 1

Check the Wisconsin Libraries' Delivery Network List* to see if the receiving library is a member of the Network. If not, the item must be mailed.

- The list can be found at <http://www.scls.info/delivery/network/networkhome.htm> 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.
- **If the library is not on the list, the item must be mailed**

The list the Wisconsin Libraries' Delivery Service Network list has five columns.

Delivery Network Member (For:) ▲	Other name	System delivery hub (To:)	Delivery Schedule	Type of library
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Tip – if the lending library provides a routing label, use that rather than filling out your own.

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 usually be printed in this column. **Be sure to add your library.**

Be sure to write out the name of the system rather than using abbreviations.

See next sheet for examples of completed labels.

Examples:

Delivery Network Member (For:)	Other name	System delivery hub (To:)	Delivery Schedule	Type of library
Appleton Public Library		Outagamie-Waupaca	M-F 8:30 + 3:30	Public Libraries

Write on Label:

To: Outagamie-Waupaca

For: Appleton PL

Route to Outagamie Waupaca
(System Delivery Hub)

For Appleton
(Receiving Library)

Date 11/12

Notes _____

From WINNEFOX/ Your Library

Wisconsin Libraries Delivery Network

Tip –MINITEX items will come with paperwork that acts as the routing flag. It just needs to be flipped over so "MII" is sticking out of the book. Use this rather than a pink label.



Tip – If the paperwork that comes with the item works as a routing slip use that rather than a pink slip.

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-Whitewater
Delivery Hub (Route to:) UW-Whitewater

Delivery Network Member (For:)	Other name	System delivery hub (To:)	Delivery Schedule	Type of library
Hedberg Public Library	See also: Janesville Public Library			
Janesville Public Library	Hedberg Public Library	Arrowhead	MW 9:15 +	Public Libraries

Place paperwork in the item so the lending library's information is sticking out of the book & place a rubber band around it.

Write on Label:

To: Arrowhead

For: Janesville PL



Route to Arrowhead
(System Delivery Hub)

For Janesville
(Receiving Library)

Date 11/12

Notes _____

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Step 3

Attaching Routing Label

There are several options for the slips.

- Place the routing slips into the center of the book so that the TO & FOR lines are showing then use a rubber band to hold the book closed. TIP: use a piece of removable tape to attach the routing slip to the lender's paperwork to make a longer bookmark style slip. (If it is not possible to make this work, we also have bookmark style slips.)
- Often the paperwork that comes with the item has the return information and is set up to be used in place of a pink routing slip. This includes those coming from most Wisconsin universities (see above) and MINITEX/ MII. Just place the paperwork into the book with the return information sticking out of the book & place a rubber band around it.
- You can place the routing slip under a rubber band wrapped around the item and use a piece of removable tape to hold it in place.

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 use one routing label in the top item in a bundle.
- Wrap a rubber band around the bundle in a way that won't cause damage to the items.

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

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