

How the Libraries Can Help in the Delivery Process

1. Have pickup completely ready before the driver is scheduled to arrive. Preferably in an unencumbered location so as not interfere with the work flow of library personnel.
2. Pack container level so bags won't fall over in the van, don't over fill bags or containers (the lids on containers should snap into place).
3. Please don't involve delivery drivers in lengthy conversation as they are on a tight schedule.
4. Please don't use grocery bags for you delivery, if you are running low on delivery containers or bags ask your driver or call the delivery department. We will send a few extras in your next delivery.
5. Please don't hoard Shawnee's delivery receptacles. They are to be used for Shawnee deliveries only!
6. Please don't rubber band or tie items of varying sizes together. This makes packing evenly very difficult.
7. Please mark items clearly i.e..... Discards, cataloging, library location and intended person. ILDS items must be labeled with library's name and ILDS address circled. If you are uncertain of route codes please consult Every Library in ILLINET (ELI).
8. Please check and remove everything from your route envelopes.
9. Please return tags and labels so we don't have to keep reproducing them.