

MATERIALS ACCEPTABLE FOR WRLS DELIVERY

A. The primary purposes and goals for the WRLS delivery service are defined as follows:

1. ***To move library materials requested by patrons from one WRLS member library to another.*** Material sent to fulfill this goal includes items requested using the shared regional automation consortium (WRLSWEB), items requested through traditional interlibrary loan (WISCAT), and items checked out from one library but returned to another.
2. ***To provide efficient and cost effective access to statewide delivery for all our members.*** Material sent to fulfill this goal includes items owned by libraries inside and outside Wisconsin, sent to fill patron requests and delivered through the statewide service.
3. ***To move materials which supports WRLS programs and services.*** Materials sent to fulfill this goal include WRLS story bags, WRLS costumes, computers being moved between a system library and WRLS headquarters for maintenance and repair, and materials involving the WRLS jail service.
4. ***To provide a method of communication between WRLS staff and member libraries as well as between libraries.*** Material sent to fulfill this goal includes workshop fliers, memos, letters, bills and payments, materials for display, surveys.

B. WRLS is sometimes requested to transport materials that the delivery service was not intended to carry and may not contribute to the goals mentioned above. These include, but aren't limited to:

1. Furniture, equipment, supplies, and other items not directly or exclusively related to libraries.
2. Items intended for a regular rotation between libraries and not specifically requested by patrons
3. Items supplied by agencies that are not libraries. Such agencies may be governmental, nongovernmental, nonprofit or commercial.

All items specified above, and any other items not directly related to the WRLS delivery goals, will be considered for delivery only if they meet the guidelines listed below.

Guidelines for Delivery Service

1. Items should fit inside one of the standard bins which WRLS provides for delivery.
2. Items too large to fit into bins need the prior approval of the Resource Consultant or System Director before being accepted for delivery. In no instance will an item larger than 3' X 3' or weighing more than 50 pounds be accepted.

3. Items from agencies that aren't libraries or aren't involved in library support will not be accepted without the prior approval of the Resource Consultant or System Director.
4. Items for bulk distribution to all WRLS libraries should be put in individual envelopes. If that is not possible they should be given to the Delivery Support Clerk to distribute. WRLS makes no guarantee that loose items not in envelopes will arrive undamaged at any individual library.
5. Shipments that contain multiple parts or pieces must be packaged together so that each library receives only one package. If packages aren't the same for all libraries they must each be labeled before being given to the Delivery Support Clerk.
6. Items that meet the guidelines but are liable to be damage (e. g. posters) must be put in a protective packaging. If that is not possible, items should be given to the Delivery Support Clerk to distribute. WRLS makes no guarantee that fragile items without protective packaging will arrive undamaged at any individual library.

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