


Introducing the New ILDS


Illinois Library Delivery Service

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Or...Delivery:


The New ILDS and
What You Need to Know



Overview of ILDS


- Illinois' Regional Library Systems have provided delivery to and between their members since 1980.
- ILDS is the delivery service moving interlibrary loan material between the I-Share libraries of CARLI, the Illinois State Library and the Regional Library Systems. ILDS is funded by the Illinois State Library.
- Beginning January 2, 2008, ILDS will change with delivery to 130+ CARLI sites, www.illinoisdelivers.net/memlist.html lists the sites.
- Regional Library Systems will continue to serving as ILDS "hubs" for materials traveling to non-CARLI libraries in other regional systems

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Regional Library Systems

- Illinois has 9 Regional Library Systems, with 11 buildings
- Chicago Public Library serves as a Public Library System for Chicago
- All 12 of these buildings will still be ILDS destination locations




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Quick Overview

- Who?
 - Delivery: Lanter Delivery Systems, Inc.
 - Management: CARLI
 - Funding: Illinois State Library
- What?
 - 5 days/week, 24 hours point-to-point library delivery
- When?
 - Beginning January 2, 2008
- Where?
 - Serving the 143 locations listed at: <http://www.illinoisdelivers.net/memlist.html>



Changes?
What changes?

After January 2nd :

- ILDS (I-Share) destination libraries will:
 - Sort and bag materials by destination
- Non-ILDS destination libraries will:
 - Use new Routing Label to direct material via ILDS
 - Send the material to their Regional Library System for shipping to the destination library.

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ILDS Rolling Prairie Specific Changes
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➤ Libraries will—

- Items going within the System will be labeled as currently practiced
- Items going to another system will be labeled with a new ILDS label showing final destination and ILDS stop
- Items going to an ILDS stop will be labeled for that stop

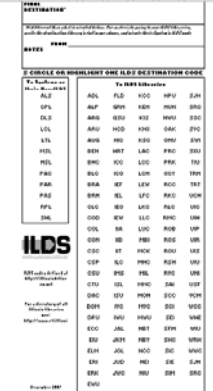
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New ILDS Label

The new ILDS routing label is available in PDF format. Libraries can download the label from several locations:

- The Rolling Prairie Library System www.rpls.ws/
- The Illinois Library Systems <http://www.illinoislibrarysystems.info/>
- WebJunction Illinois

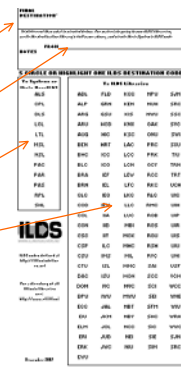


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Completing the Label
Library staff completes the label by indicating:

1. Final Destination → Clearly print the name of the library receiving the item, no abbreviations.
2. From → Clearly print your library's name, no abbreviations
3. Circle & Highlight → The shipping code of the ILDS destination. If sending to a non-ILDS site, you circle the receiving library's Regional Library System. Not sure about the ILDS Destination? Check ELI at <http://eliillinois.org>



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When to use the label

- When sending an interlibrary loan item to another non-ILDS library in a different Library System → Decatur Public sending a book to Arlington Heights Public Library.
- When sending an interlibrary loan item from a non-ILDS library to an ILDS library in the same Library System → Mt. Zion Schools to Richland Community College.
- When sending an interlibrary loan item to an ILDS (I-Share) library → Weldon PLD lending a book to Bradley University.
- When returning an interlibrary loaned item to its ILDS home → Atwood returning a book to the Illinois State Library. Although the ILDS libraries will continue their practice of including a return label when they send the book to you, sometimes a label will need to be added.

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ILDS Practice
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➤ Scenarios

- Item going to Peoria Public Library
- Item going to Northern Illinois University
- Item going to DePaul University
- Item going to Richland Community College
- Item going to Ogden Public Library
- Item going to St. Teresa H. S.

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ILDS Remember....
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When in doubt about the library's ILDS destination, look up the library.

- ILDS: <http://www.illinoisdelivers.net/memlist.html>
- Every Library in ILLINET (ELI): <http://www.eliillinois.org/>

Don't forget to attach the routing label to the item.

Please use a non-permanent method to avoid damaging the item.

Then put the labeled book into your library's container for your System's delivery to collect.


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OCLC Constant Data and ILDS Destination Codes

Update your library's OCLC constant data to show Rolling Prairie Library System as the ILDS destination. To access your library's constant data, access your FirstSearch Administrative Module at <http://firstsearch.oclc.org/admin>.


Log in with your library's FirstSearch administrative authorization and password.



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Click on the Resource Sharing tab




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On the Resource Sharing page, pull down the menu under **Staff ILL Settings** and choose **Constant Data Records**.

The fields with the ILDS code information in them are the **Ship Via** field under Borrowing Library Information and the **Return Via** field under Lending Information.

Ship Via: Put ILDS Destination Code RPL, or Library Rate. Make sure you don't list only the ILDS code; include another shipping method as out-of-state libraries won't know what ILDS means!



Don't forget to update the **Return Via:** section and to click on the **Save Changes** button!

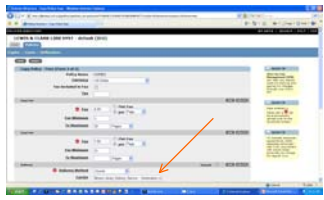
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Policies Directory – Courier Delivery

From the FirstSearch Administration module, select **Policies Directory** from the black tool bar (uppermost, rightmost).

Select **My Units**, then the tab **Policies**, choose **Copies**. Scroll to the **Fees** section. Choose the edit for that section.



In the **Delivery** line, change the line to read something like: ILDS Destination Code RPL.

Remember, include another shipping method as out-of-state libraries don't use ILDS

Don't forget to update the **Loans** section and to click on the **Save Changes** button!

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Property Stamp ALL Items

- All library materials should be stamped with the Name of the Library and the City/State. Even better include the entire address for the library.
- A/V materials should have some type of identification on each disc or cassette.

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Best Practices for Labeling

- 1) If using a receipt printer, change the ink cartridge when printing is no longer easy to read.
- 2) Highlight destination with a yellow highlighter.
- 3) When returning an item, be sure to cross out your library name and circle or highlight the destination library.
- 4) Remove all old labels from the item

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ILDS Labeling Best Practices Continued
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- 5) When sending on ILDS print clearly using Blue or Black Ink.
- 6) Watch carefully that you are circling the correct code and highlight the code.
- 7) Check www.illinoisdelivers.net for ILDS Codes and members.
- 8) Check www.elillinois.org for name of library and System.

ILDS More Labeling Best Practices
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- 9) When an item is being sent outside RPLS, always include a correctly completed return label in the item.
- 10) Securely but safely attach the label to the item. Use removable tape, band the item with the label, or place under a rubber band and then taped.
- 11) **Never** place permanent tape on an item.

ILDS Packaging Best Practices
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- 1) Secure books with a rubber band to protect pages from damage.
- 2) Secure videos, books on tape, cassettes, etc. with a rubber band to keep the cases from opening and causing damage to the contents.
- 3) Any item that is fragile should be placed in protective packaging.

ILDS Packaging continued
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- 4) Small items or items that could be bent or damaged in delivery should be placed in an envelope.
- 5) Return items with the same care as they were received.

ILDS Follow Policies
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Interlibrary Loan Code
http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code2003.pdf

ILDS Policies...
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LLSAP
http://www.rpls.ws/LLSAP/pc/Docs/policy_manual_0307.pdf




Policies...

RPLS

[http://www.rpls.ws/procmanual/
Interlibrary Loan Service
Policies.htm](http://www.rpls.ws/procmanual/Interlibrary_Loan_Service_Policies.htm)


Overdue notices to CARLI or out of system libraries should be mailed, not put in ILDS
Items labeled incorrectly will be returned!



Policies

OCLC

- ☉ Check and update your constant data record annually.
- ☉ Check your message file every 3 days
- ☉ If the library will be closed go into the administrative module and make the library a non-supplier.



Questions / Concerns

This is your time to ask!!!