Illinois Library Delivery Workflow Chart

Use the chart on the next page to help you determine how to label and send materials to other Illinois libraries in various lender/borrower scenarios.

For all scenarios, the following apply:

- Make sure your library's materials have permanent property markings identifying your library.

- Process any interlibrary loan (ILL) requests or return transaction(s) in your ILL system and/or circulation system as needed to reflect the items' status.

- Place the request paperwork from your interlibrary loan system inside or with each item.

- Use best practice conservation techniques when attaching any paperwork or labels to items.

- Use L2 Library Learning at http://www.librarylearning.info/libraries/ to determine an Illinois library's address, Community Delivery Partnership (CDP) information, or ILDS 3-Letter Code or ILDS 3-Letter Code. ILDS locations are also listed at http://www.illinoisdelivers.net/memlist.

- Use a separate ILDS bag for each ILDS destination in your shipment.

- Consult with your regional library system about any questions regarding their system delivery service.

- Contact CARLI support for any questions about ILDS: support@carli.illinois.edu or 1-866-904-5843.

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Item from	Final Destination	Labeling and Shipping Instructions
ILDS location	Any other ILDS location in *any* Illinois regional library system	These items do NOT need paper ILDS routing slips. Place the item in an ILDS bag with any other materials you are sending to the same ILDS destination. Create a bag label in the ILDS web label system, label the bag, and send the bag with your ILDS shipment.
ILDS location	Non-ILDS Illinois location in a *different* Illinois regional library system	Each item WILL need a paper ILDS routing label, available at: http://www.illinoisdelivers.net/sites/files/PaperILDSlabel.pdf. On this label, fill in the "Final Destination," with the name of the non-ILDS library receiving the item, and the "From" field with the name of your library. Circle or highlight the ILDS code for the regional library system of the Final Destination library on the left side of the label. If you are sending an item to a library that receives its delivery as part of a CDP, include the location where delivery is received in the CDP Delivery Information (TO) field. Place the item in an ILDS bag with any other materials you are sending to the same regional library system headquarters. You may put items going to different non-ILDS libraries in the same regional library system in the same bag. Create a bag label in the ILDS web label system, using the Final Destination libraries' regional system as the destination. Label the bag, and send the bag with your ILDS shipment.
ILDS location	Non-ILDS Illinois location in the *same* Illinois regional library system	*Note: Unless your library system has informed you of an alternate procedure for sending materials within your system, follow these instructions.* Each item WILL need a paper ILDS routing label, available at: http://www.illinoisdelivers.net/sites/files/PaperILDSlabel.pdf. On this label, fill in the "Final Destination," with the name of the non-ILDS library receiving the item, and the "From" field with the name of your library. Circle or highlight the ILDS code for the regional library system of the Final Destination library (in this case, this is also your regional library system) on the left side of the label. If you are sending an item to a library that receives its delivery as part of a CDP, include the location where delivery is received in the CDP Delivery Information (TO) field. Place the item in an ILDS bag with any other materials you are sending to your regional library system headquarters. You may put items going to different non-ILDS libraries within your regional library system in the same bag. Create a bag label in the ILDS web label system, using your regional system as the destination. Label the bag, and send the bag with your ILDS shipment
Non-ILDS location	Any ILDS location in *any* regional library system (even if it is the same system)	Each item WILL need a paper ILDS routing label, available at: http://www.illinoisdelivers.net/sites/files/PaperILDSlabel.pdf. On this label, fill in the "Final Destination," with the name of the ILDS library receiving the item, and the "From" field with the name of your library. Circle or highlight the destination library's ILDS code on the right side of the label. Send the item to your regional library system in your system delivery service for them to route on to the destination location in ILDS.
Non-ILDS location	Non-ILDS location in a *different* Illinois regional library system	Each item WILL need a paper ILDS routing label, available at: http://www.illinoisdelivers.net/sites/files/PaperILDSlabel.pdf. On this label, fill in the "Final Destination," with the name of the non-ILDS library receiving the item, and the "From" field with the name of your library. Circle or highlight the ILDS code for the regional library system of the Final Destination library on the left side of the label. If you are sending an item to a library that receives its delivery as part of a CDP, include the location where delivery is received in the CDP Delivery Information (TO) field. Send the item to your regional library system headquarters in your system delivery service for the system to route on to the destination location's regional system in ILDS. The item will subsequently be routed to the Final Destination location via the destination library's regional library system delivery.
Non-ILDS location	Non-ILDS location in the *same* Illinois regional library system	Consult with your regional library system about the label to use for intra-systems delivery. These items will be routed to the destination location in your regional library system's delivery.
Any Illinois library	Any non-Illinois library	Not covered by this document. Contact your regional library system if you have questions.