



Arrowhead Library System

210 Dodge Street * Janesville, Wisconsin 53548* <http://als.lib.wi.us>
Phone: (608)758-6690 FAX: (608)758-6689

DELIVERY SERVICE TO ARROWHEAD LIBRARY SYSTEM LIBRARIES

DELIVERY:

Van delivery of materials to the public libraries in Rock County, Beloit College, Wisconsin Center for the Blind and Visually Impaired, Blackhawk Technical College, Evansville Community School District, Janesville School District, Beloit School District, Beloit Turner School District, Parkview School District and Milton School District is provided by the Arrowhead Library System.

ALS also contracts with the South Central Library System to provide delivery of items to and from WILS, MINITEX, and Wisconsin Library Systems, five days a week, Monday – Friday.

WISCONSIN DELIVERY SYSTEM:

Libraries who receive delivery from the South Central Delivery are listed here: <http://psw.scls.lib.wi.us/delivery/>

Items from the MINITEX consortium (Minnesota, North Dakota and South Dakota) can also be sent on the South Central Delivery.

Items from libraries not listed on the master list must be mailed.

HOW THE ALS DELIVERY SYSTEM WORKS.

A delivery schedule is available by contacting the ALS office at 608-758-6690:

The van leaves the Arrowhead office every weekday morning at 9 a.m.

Items are sorted from the Wisconsin Delivery System and the ALS delivery at the Arrowhead Library System office.

SENDING ITEMS ON THE VAN

All ALS items going to other ALS libraries should have a routing slip (a bookmark provided by ALS) inserted in the item so that the name of the library is visible.

All ALS items going to school and college libraries in Rock County should have a green routing slip attached to the front of the item with a maximum of two short pieces of tape.

All items going in the Wisconsin Delivery System, should have a pink routing slip for other Wisconsin Library Systems, a MINITEX routing slip, or a salmon routing slip for WILS libraries.

Contact the ALS office if you need supplies of routing slips.

Libraries that print shipping labels for interlibrary loan items may use these labels instead of the pink slips to send or return items on the ALS and Wisconsin Delivery System vans.

GRAY DELIVERY BINS:

The driver will typically leave the same number of bins at your library as he takes. If you need additional bins, please contact the Arrowhead Library System office. (608-758-6690)

SHIPPING GUIDELINES:

Bundle materials of the same size, going to the same location, together. (pyramids will break rubber bands and waste space in the delivery bins.)

Two rubber bands crisscrossed at the center of a bundle will secure bundles and insure that paperwork stays inside.

Secure routing labels with removable tape, if necessary.

DO NOT FORM BUNDLES OVER 3 INCHES HIGH.

If items are lost in transit on the South Central Van check the lost in transit list:

<http://psw.scls.lib.wi.us/delivery/subdepartments/lidlist.html>

If one of your items needs to be placed on the lost in transit list, this information is from the state-wide delivery system:

LOST IN DELIVERY LIST



The following items have been reported as Lost in Delivery within the Wisconsin Libraries' Delivery Service Network.

Would you please check your library shelves to see if these materials have been shelved by mistake. If you find any, please send them directly to the owning library. When your lost item has been returned to you, please contact me at tdrexler@scls.lib.wi.us to have it removed from the list.

If you have titles that you want to add the list, please contact me at

tdrexler@scls.lib.wi.us.

Include the following information:

- format
- call number
- author
- title
- barcode number
- owning library
- notes

Note: After six months if the item has not been found or claimed, it is automatically removed from the list.

FOR MORE INFORMATION, OR TO REPORT A PROBLEM OR ITEMS LOST IN TRANSIT, CALL THE ALS OFFICE AT 608-758-6690