

# NorthNet Library System Delivery Guidelines

as of 03/21/2017

NorthNet members can send materials to the following regions:

Library System	Delivery Method
MVLS	Am-Tran Courier
NBCLS	Sprint Courier
NSCLS	UPS or USPS
49-99 Library System	UPS or USPS
BALIS	UPS or USPS
MOBAC	UPS or USPS
Peninsula Library System	UPS or USPS
Silicon Valley Library System	UPS or USPS
San Joaquin Library System	UPS or USPS

The routing slips for each system listed above can be found at [www.northnetlibs.org](http://www.northnetlibs.org) under the ILL & Delivery menu. Your library is responsible for printing out any routing slips. Please note that the color of paper that the slips should be printed on is noted on the website. ***It is imperative that the routing slips be copied on the correct color paper as this is what the couriers use to sort the books.***

Here are the delivery guidelines for shipping ILL materials to the various systems:

## MVLS - Mountain Valley Region

### Courier

Using the MVLS **green routing slip**, you can send ILL materials to libraries in this region through Am-Tran.

### **Public Libraries in the Mountain Valley Region**

- Colusa County Library
- El Dorado County Library
- Folsom Public Library
- Lincoln Public Library
- Placer County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library

## **Academic Libraries in the Mountain Valley Region**

- California State Library
- CSU Sacramento

## **UPS/USPS**

The following MVLS library must have their items sent via USPS:

- Nevada County Library
- UC Davis

The following MVLS libraries must have their items sent via UPS\* or USPS:

- Alpine County Library – Markleeville Main
- Alpine County Library - Bear Valley Branch
- Mono County Library – all branches except Mammoth Lakes
- Mono County Library – Mammoth Lakes Branch
- Sacramento County Public Law Library
- Yuba County Library

\*If your library uses the UPS Campus Shipping account, the cost will be billed back to your library.

*MVLS and NBCLS have one connecting library which you can use to **return** ILL materials. We do not recommend using the connecting library to **send** ILL materials because it takes too long to get to the borrowing library.*

## **NBCLS - North Bay Region**

### **Courier**

Using the NBCLS **yellow routing slip**, you can send ILL materials to libraries in this region through Sprint Courier.

### **Public Libraries in the North Bay Region**

- Benicia Public Library
- Dixon Public Library
- Lake County Library
- Mendocino County Library
- St. Helena Public Library
- Solano County Library
- Sonoma County Library

## **UPS/USPS**

The following NBCLS libraries must have their items sent via UPS\* or USPS:

- Belvedere-Tiburon Public Library
- Larkspur Public Library
- Marin County Library
- Mendocino County Library
- Mill Valley Public Library
- Napa County Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library

### **Academic Libraries in the North Bay Region**

- Napa Valley College
- Santa Rosa Junior College
- Solano Community College
- Upper Valley Campus

\*If your library uses the UPS Campus Shipping account, the cost will be billed back to your library.

*MVLS and NBCLS have one connecting library which you can use to **return** ILL materials. We do not recommend using the connecting library to **send** ILL materials because it takes too long to get to the borrowing library.*

## **NSCLS - North State Region**

Please send/return the materials to that specific library using USPS. You do not need to use a routing slip when sending materials via USPS.

### **Public Libraries in North State Region**

- Butte County
- Del Norte County Library
- Humboldt County Library
- Lassen Library District
- Modoc County Library
- Orland Free County Library

- Plumas County Library
- Shasta Public Libraries
- Siskiyou County Library
- Tehama County Library
- Trinity County Library
- Willows Public Library

### **Academic Libraries in North State Region**

If you need to return materials to any of the NSCLS academic libraries, please contact their ILL staff person to find out how they would like their books returned. NLS Administration will not pay for books to be shipped to any of the following academic libraries in North State.

- Butte College
- CSU, Chico
- College of the Redwoods – Crescent City or Eureka
- College of the Siskiyous
- Feather River College
- Humboldt State
- Lassen College
- Shasta College
- Simpson University

North State member libraries could send ILL materials via the US Postal Service.

### **Other Systems**

Please send ILL materials directly to the borrowing library.

***Do not place ILL materials in the Sprint Courier or Am-Tran Courier bins. Couriers don't deliver to NLS Headquarters or outside of MVLS or NBCLS.***

***NLS Headquarters mailing address – 2471 Flores Street, San Mateo, CA 94403***

- 49-99 Library System
- BALIS (Bay Area Library and Information System)
- MOBAC (Monterey Bay Area Cooperative Library System)
- PLS (Peninsula Library System)
- SVLS (Silicon Valley Library System)
- SJVLS (San Joaquin Valley Library System)

### **UPS CAMPUS SHIP INSTRUCTIONS**

## **Campus Ship – library log in and password**

Please contact Wendy Cao [caow@plsinfo.org](mailto:caow@plsinfo.org) for your library's log in information.

The URL for UPS Campus Ship is: <https://www.campusship.ups.com/login/northbaycoop>

## **How to ship a package using Campus Ship**

### **Step 1: Log In**

### **Step 2: Address Information**

Click on the **Corporate Address Book** link and enter the name of the library you want to ship to in the search box and click SEARCH. The library will appear at the bottom of the window. Select the library.

If the library you need is not in the corporate address book, then click on the **Enter New Address** link, enter and save the address. The new address will then be stored in your own **MY UPS ADDRESS BOOK** and will be available for future shipments.

### **Step 3: Packaging**

Select **My Packaging** from the drop-down menu

### **Step 4: Package Weight**

Enter the weight of the package in whole numbers, always rounding up. For example, if a package is 4.5 lbs, you will enter 5.

### **Step 5: Print Label(s) and Receipt**

Click on the **VIEW/PRINT** button

### **Step 6: Print**

Click on the **PRINT** button to print your label. Attach the label to your package.

NLS will monitor and pay the UPS bills. You no longer need to send shipping receipts and/or logs to NLS Headquarters for the bill reconciliation.

### **NLS Headquarters Mailing Address:**

2471 Flores Street  
San Mateo, CA 94403