Reminders:

- Please review the below schedule for changes in service days and/or order of library stops.
- Please use the district provided routing slips for all materials placed in the delivery that is not packaged for non-district ILL deliveries. Please contact me if you need more routing slips. I also have non-ILL (AccessPA) return slips. Neva Lilla <u>nlilla@ncdlc.org</u> or 724-658-6659 x124.
- Please make sure to unpack delivery tote BEFORE the next delivery day.
- Please continue to set aside (put on top of tote) materials for libraries scheduled after your stop so the drivers can put them in the correct tote for same day delivery.

Special Schedule changes for 2024:

- Monday Holidays: Delivery days will be shifted one day; Monday route will take place on Tuesday and Tuesday route will take place on Wednesday. If your library is closed on Wednesday and this is your adjusted day, you will only receive one delivery for the week on either Thursday or Friday.
- Week of November 20 Thanksgiving: Monday & Tuesday regular route; No delivery on Thursday & Friday.
- Christmas & New Year Delivery Schedule TBD.