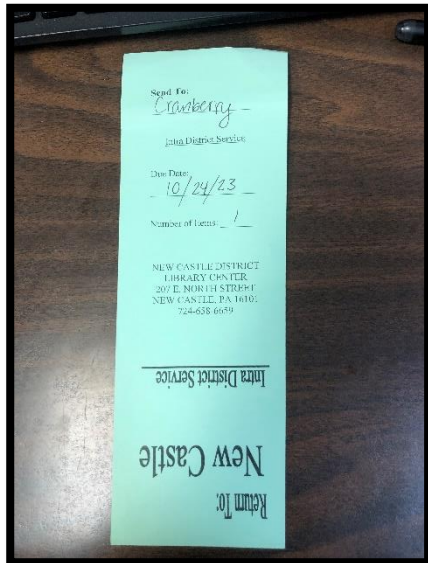


## Quick Guide: District Delivery

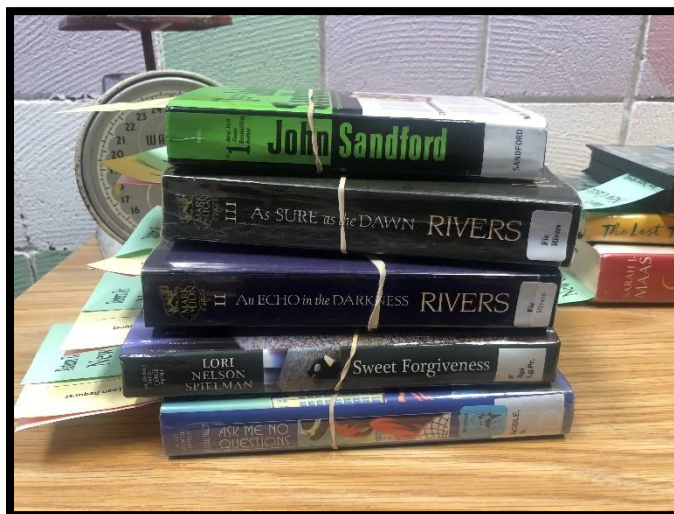
### Materials to District Libraries

- Use Routing Slip – not envelopes

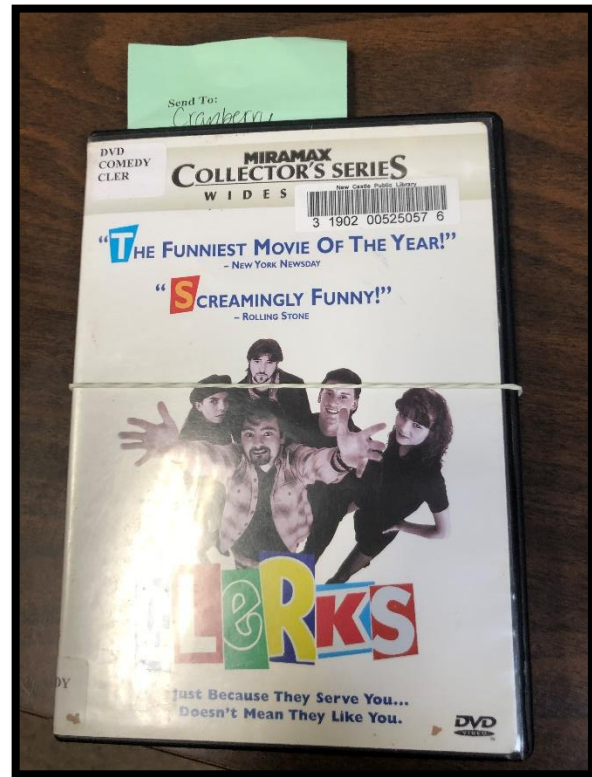
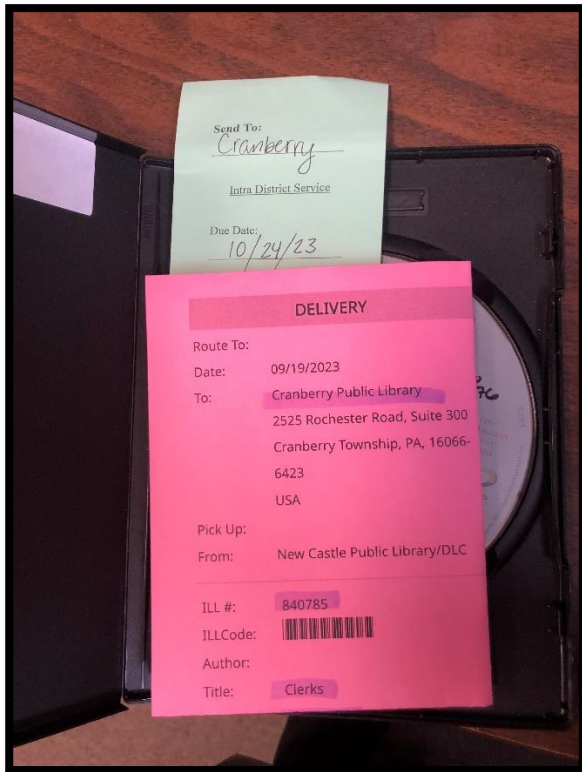


This example picture shows a New Castle routing slip going to another district library with the due date and number of items. The number of items will always be 1 as every item needs a routing slip if it is going to a district library.

- Put routing slip inside book and bind with Rubber Band (one rubber band per book)



NEW CASTLE  
LIBRARY DISTRICT



Put the routing slip inside the book with the paperwork and put only **ONE** rubber band on each book. Please do not band together more than **TWO** books.

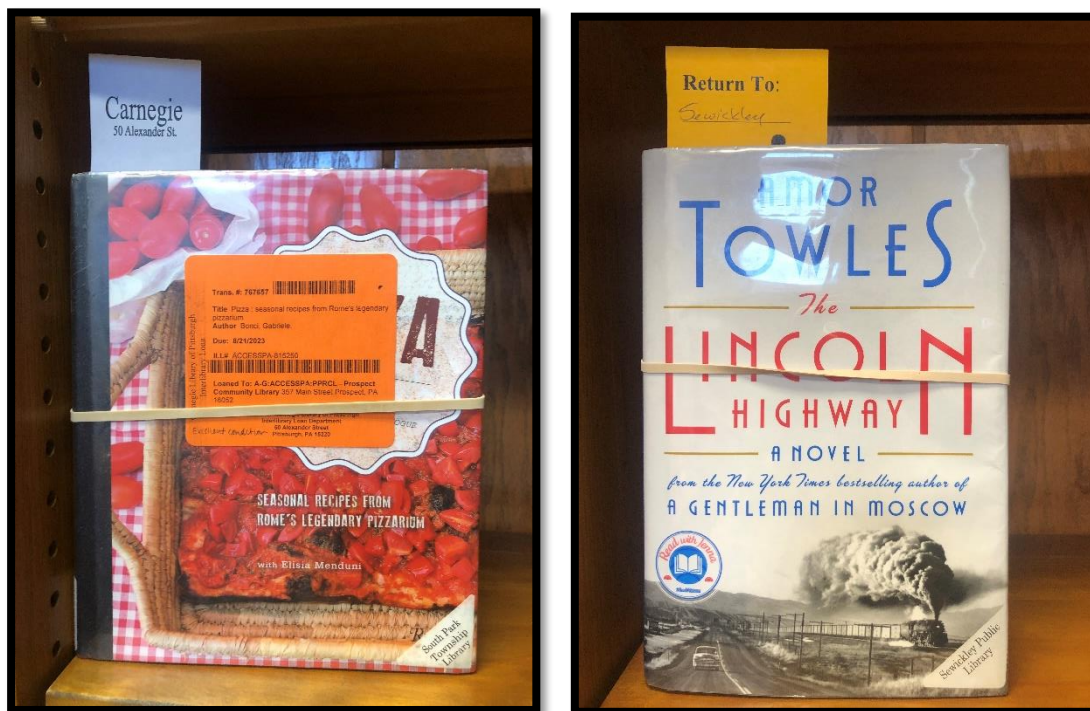
- Put materials on top of bag for libraries that remain on the delivery route

## Materials to Carnegie Library of Pittsburgh, 50 Alexander St.

Use Routing Slip labeled: Send to Carnegie – not envelopes

NOTE: Most ILL loans from Carnegie Library of Pittsburgh will have AN ORANGE STICKER on the FRONT COVER of the book/media. That is the key to knowing whether or not that ILL goes to 50 Alexander St.

Put routing slip inside book and bind with Rubber Bands

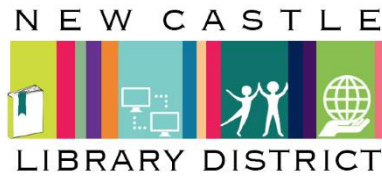


Carnegie library of Pittsburgh ILLs will always have the orange sticker. However, sometimes non-ILL books from Carnegie library of Pittsburgh come through. The photo on the right with the non-ILL routing slip going to Sewickley Public Library goes to ILL distribution center 50 Alexander Street. If you get a book like this, **DOUBLE CHECK** to make sure that the book belongs to a Carnegie Library of Pittsburgh affiliated library.

**\*\*Please note that any books that say Carnegie Free Library are NOT to go to Carnegie Library of Pittsburgh. They are two separate entities. PLEASE package up any Carnegie Free Library books (Connellsville, PA or any other Carnegie Free libraries) in envelopes or boxes!\*\***

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## Materials to other non-District libraries

- Package all items to the same location in **ONE** envelope/box
- Seal envelope/box with packing tape
- Use printed label from ShareIT with name of library and shipping address of library
- If item is an AccessPA return, please put a sticker on the package with the name of the library and shipping address of the library

## Delivery Bags

- Empty books from delivery bag after each delivery
- Check the Library Name Placard and Interdepartmental envelopes for correspondences
- Return Library Name Placard in each delivery bag
- Please do not hoard bags... if you need an extra bag, please request one from the delivery driver

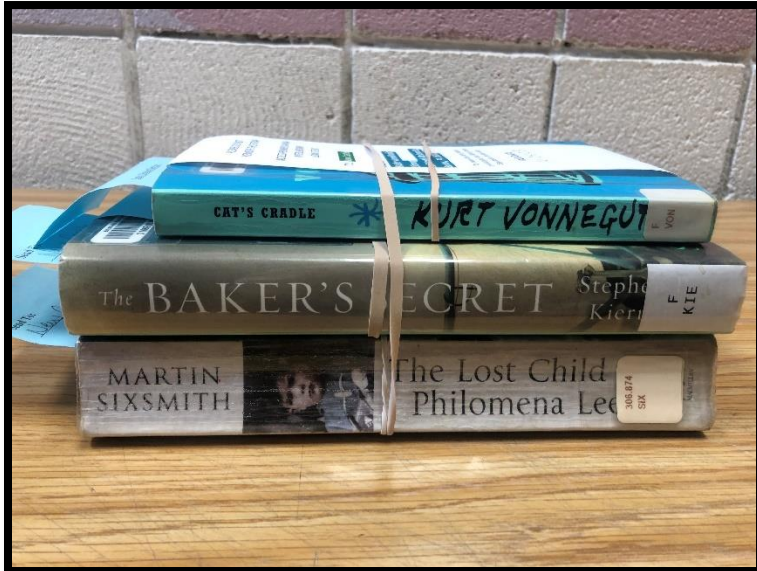
## Dos and Don'ts

**DO** put the routing slips **INSIDE OF THE BOOK** and put the rubber band around the book to make sure all paperwork stays inside.

**DO** check the delivery schedule every day to make sure you know what libraries will be on the route after your library pickup/drop off.

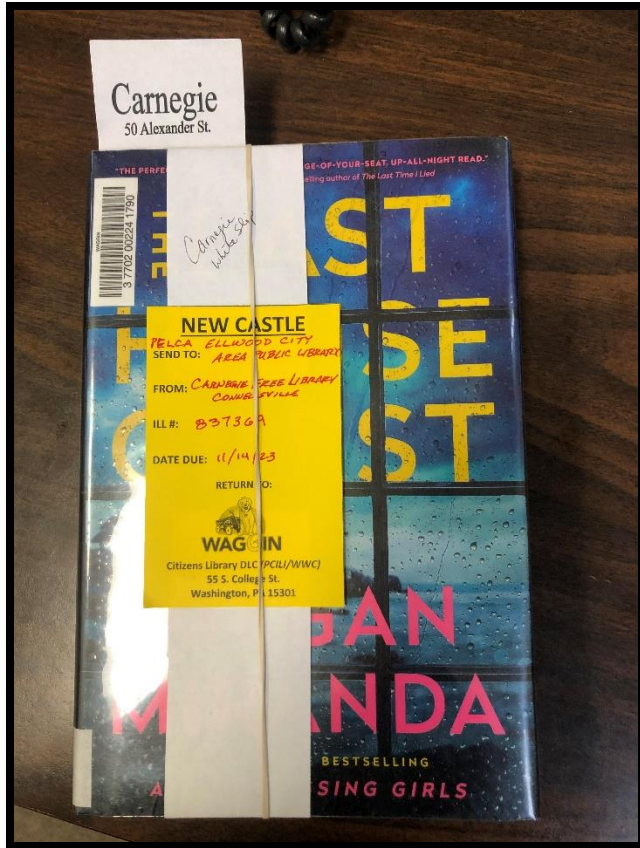
**DO** put books on top of tote for libraries scheduled after your stop so the drivers can get the material to the other libraries faster.

**DON'T** rubber band more than **TWO** books together; any more than that makes it difficult to transport books to and from the other district libraries



This is an example of what **NOT** to do when banding books together. Too many books bound together makes it more difficult for the delivery driver. Only bind two books together at a time, but it is preferable to have them bound with only **ONE** rubber band.

**DON'T** put a CARNEGIE LIBRARY OF PITTSBURGH ROUTING SLIP in CARNEGIE FREE LIBRARY BOOKS. **They are NOT the same institution.** CARNEGIE FREE LIBRARY BOOKS MUST BE PUT IN SHIPPING ENVELOPES.



**THIS IS THE WRONG WAY TO PACKAGE CARNEGIE FREE LIBRARY BOOKS. IF THEY ARE FROM CARNEGIE FREE LIBRARY THEY NEED TO BE PACKAGED.**

HERE ARE SOME CLUES TO DETERMINE WHETHER OR NOT TO PACKAGE A CARNEGIE BOOK.

1. If there is a “WAGGIN,” tag on the book. That means it goes to **WASHINGTON COUNTY, NOT ALLEGHENY COUNTY.**
2. If the book says **CARNEGIE FREE LIBRARY**. There are more than one **CARNEGIE FREE LIBRARIES**, and **NONE OF THEM ARE ASSOCIATED WITH THE CARNEGIE LIBRARY OF PITTSBURGH.**
3. If the routing slip says **CARNEGIE FREE LIBRARY** and the city is **CONNELLSVILLE, PA**, that **DOES NOT GO TO 50 ALEXANDER STREET.**

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Any **Carnegie Free Library** books **MUST BE PACKAGED**. This example to Carnegie Free Library in Connellsville, PA is correctly packaged in a bubble mailer.

**If you need more routing slips, please contact Alena at [ill@ncdlc.org](mailto:ill@ncdlc.org).**



# NEW CASTLE



## LIBRARY DISTRICT

### Current Delivery Schedule 2023

#### MONDAY

- Ellwood City
- Zelenople
- Evans City
- Cranberry
- Mars
- South Butler
- Freeport
- Apollo
- Ford City
- Kittanning
- Worthington
- Butler
- Prospect

#### TUESDAY

- F.D. Campbell
- Stey-Nevant
- Shenango Valley
- Greenville
- Lakeview
- Mercer
- Grove City
- Slippery Rock

#### THURSDAY

- Ellwood City
- Zelenople
- Evans City
- Cranberry
- Mars
- South Butler
- Freeport
- Leechburg
- Apollo
- Ford City
- Kittanning
- Worthington
- Butler
- North Trails
- Prospect

#### FRIDAY

- F.D. Campbell
- Shenango Valley
- Greenville
- Mercer
- Grove City