

# Guidelines for Delivery of JLF Shipments

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The intention of this guideline is to establish a protocol for packing and delivering materials in large quantity to the JLF. Libraries providing individual volumes to fill a gap in a run or address a need for a particular monograph title of interest can do so using standard package delivery services, such as FedEx ,UPS, USPS, etc. It is suggested that you track all shipments through delivery or send tracking information to the JLF Director.

Deliveries will be scheduled in a way to balance fairly the intake of medical and general academic collections from the various contributing libraries, taking into account the libraries' readiness to send material and resource commitment in providing item record processing and shipping.

Shipment schedules will be arranged on a fiscal year, quarterly basis by the Director of JLF in coordination with the various contributing libraries, defined as the following:

- September through November
- December through February
- March through May
- June through August

The schedule will be "set" 45 days prior to the first shipment for that quarter. (This scheduling model will be assessed for changes on an annual basis).

To protect the materials, all items sent to JLF must be containerized in closed-top boxes or bins. If reusable bins or boxes are used, they must stack compactly when empty and the contributing library must arrange for retrieval as part of the next shipment (or as a special pickup). Due to space limitations, containers cannot be stored at JLF longer than 6 weeks and pickups must be coordinated with the JLF Director.

Materials can be delivered with the boxes or bins shrink-wrapped on pallets. However, the transport company must provide its own pallet jack for unloading material into the receiving area. JLF staff cannot assist with offloading materials from the truck or moving full pallets but can help with moving the bridge between the lift to the truck. Because JLF has seen an increase in transport companies drivers unable (because they are alone without any help) or they refuse to unload the material because they were not told that they were supposed to unload the shipment. JLF staff reserves the right to refuse the shipment for safety reason. JLF asks that you send the JLF Director your shipment contract so that JLF staff can show drivers they are

responsible for unloading their trucks. Materials on pallets should not be stacked higher than 48" (4')

Deliveries must be scheduled for arrival and unloading Monday – Friday, 8am-4pm.

Once a shipment is sent records must be uploaded to the FTP site. Please remember to:

- Upload only the records for the items you are sending in each shipment.

When packing:

- Please try and keep all serial volumes of a title together. This will help when JLF staff begins creating holding and item records for those libraries that cannot export this information.
- Please indicate on each box the number of items inside the box.
- The shipping library staff or mover will need to shrink wrap the loaded pallets.

Please insure that your shipper understands that he/she must:

- Provide his/her own pallet jack for unloading material into the receiving area.
- Schedule deliveries for arrival and unloading, Monday-Friday, 8 a.m.- 4 p.m., at the Joint Library Facility, 1568 Warehouse Rd., Bryan TX, 77807. The building number is 8520 on the Riverside Campus.