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:

**October (2019) through March (2020)**
- October 7th Texas A&M University- College Station
- October 7th University of Texas – Galveston Medical Library
- October 17th (10 Pallets) Texas A&M University – College Station
- November 4th (10 Pallets) University of Houston – Law Library
- December 3rd (10 Pallets) Texas A&M University-College Station
- January 27th (10 Pallets) Texas A&M University - College Station
- February 10 (10 pallets) Open
- March 2 (10 pallets) Texas A&M University - College Station
- March 23 (10 pallets) University of Texas Health Science Center San Antonio

The schedule will be “set” 45 days prior to the first shipment for that quarter. If you are a participating library and would like to organize a shipment of items to the facility please contact the Director of the Joint Library Facility, [Wyoma vanDuinkerken](mailto:Wyoma.vanDuinkerken@jlf.org).