

NorthNet Library System Delivery Guidelines

NorthNet members can send materials to the following regions:

- NSCLS
- NBCLS
- MVLS
- 49-99 Library System
- BALIS
- Peninsula Library System
- Silicon Valley Library System
- San Joaquin Library System

The routing slips for each system listed above can be found at <http://nbcls.chillco.com/resources> . 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 our drivers use to sort the books.***

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

Courier Buckets/Sprint Delivery

If you are shipping to the following NLS public libraries, you may place your ILL items in the courier buckets and Sprint will deliver the items:

North State Region

Using the North State **pink routing slip**, you can send ILL materials to North State Region member libraries through the courier.

Public Libraries in North State Region

- Butte County
- Del Norte County Library
- Humboldt County Library
- 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

- Butte College
- CSU, Chico
- College of the Redwoods, Eureka
- College of the Redwoods, Del Norte
- College of the Siskiyou
- Feather River College
- Humboldt State
- Shasta College
- Simpson University

North Bay Region

Using the North Bay **yellow routing slip**, you can send ILL materials to libraries in this region through the courier.

Public Libraries in the North Bay Region

- Belvedere-Tiburon Public Library
- Benicia Public Library
- Dixon Public Library
- Lake County Library
- Larkspur Public Library
- Marin County Library
- Mendocino County Library
- Mill Valley Public Library
- Napa City-County Library
- St. Helena Public Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Solano County Library
- Sonoma County Library

Academic Libraries in the North Bay Region

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

Mountain Valley Region

Using the Mountain Valley **green routing slip**, you can send ILL materials to libraries in this region through the courier.

Public Libraries in the Mountain Valley Region

- Colusa County Library
- Folsom Public Library
- Lincoln Public Library
- Nevada County Library
- Placer County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library
- Yuba County Library

Academic Libraries in the Mountain Valley Region

- California State Library
- CSU Sacramento
- Sacramento County Public Law Library
- UC Davis

UPS

The following libraries/systems must have their items sent via UPS:

- College of the Redwoods – Crescent City
- College of the Redwoods – Eureka
- Lassen Library District
- Lassen College
- Alpine County Library
- El Dorado County Library
- Mono County Library
- 49-99 Library System
- BALIS
- Peninsula Library System
- Silicon Valley Library System
- San Joaquin Library System

For Libraries in the North State Region sending materials via UPS:

If the materials are time sensitive, you can ship them using the North State UPS account. If the materials are not time sensitive, you can send them to the Redding Library via the courier buckets and Sprint will UPS the materials for you. Be sure that you specify where the materials need to be shipped using the appropriate routing slip.

Any time you use the North State UPS account you must make a copy of the UPS shipping slip and send it to the NorthNet office so the UPS bill can be reconciled. If you have to schedule a pickup, there is a \$5.00 charge. If you take it to a drop off location, there is no charge.

For Libraries in the Mountain Valley Region sending materials via UPS:

If the materials are time sensitive, you can ship them using the Mountain Valley UPS account. If the materials are not time sensitive, you can send them to headquarters in Santa Rosa via the courier buckets and they will UPS the materials for you. Be sure that you specify where the materials need to be shipped using the appropriate routing slip.

Any time you use the Mountain Valley UPS account you must make a copy of the UPS shipping slip and send it to the NorthNet office so the UPS bill can be reconciled. If you have to schedule a pickup, there is a \$5.00 charge. If you take it to a drop off location, there is no charge.

For Libraries in the North Bay Region sending materials via UPS:

If the materials are time sensitive, you can ship them directly to the library. If the materials are not time sensitive, you can send them to headquarters in Santa Rosa via the courier buckets and they will UPS the materials for you. Be sure that you specify where the materials need to be shipped using the appropriate routing slip.

US Postal Service

If you need to mail any letters, Christmas Cards, etc. to the libraries mentioned in the UPS section, please do so directly from your library. Please do not send any items that can be mailed using the US Postal Service.