



# Introducing the New ILDS

## Illinois Library Delivery Service



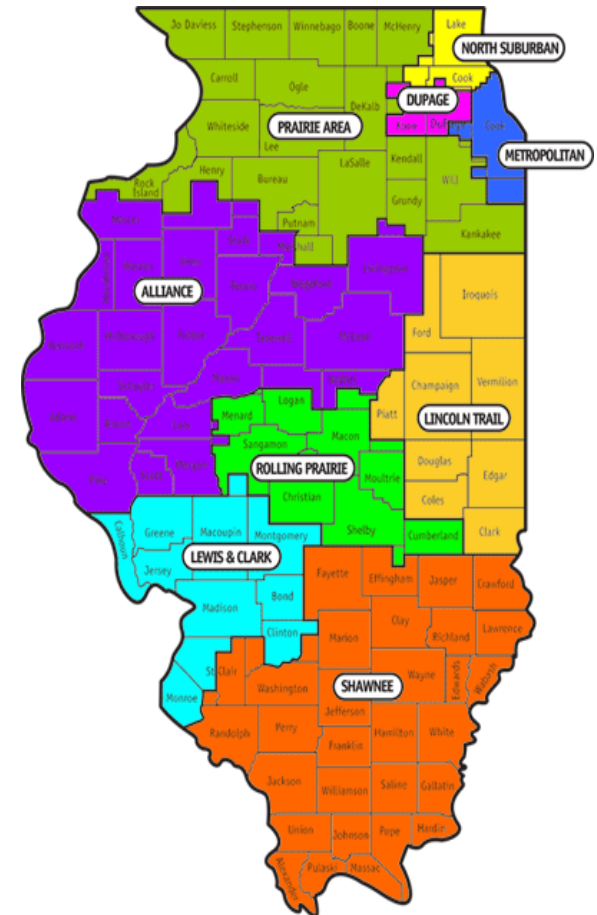


# Overview of ILDS

- ➔ Illinois Regional Library Systems provide delivery to and between their Non-CARLI members.
- ➔ ILDS is the delivery service moving interlibrary loan material between the participating libraries of CARLI, the Illinois State Library and the Regional Library Systems. ILDS is funded by the Illinois State Library.
- ➔ Beginning January 2, 2008, ILDS changes take effect with delivery to 131 CARLI sites and 12 system drops
- ➔ See [www.illinoisdelivers.net/memlist.html](http://www.illinoisdelivers.net/memlist.html) for more information and shipping codes.

# Regional Library Systems

- Illinois has 9 Regional Library Systems, with 11 buildings
- Chicago Public Library serves as a Public Library System for Chicago and the ILDS drop for MLS Non-CARLI members located in Chicago
- 12 Regional Library System drops continue serving as ILDS “hubs” for materials traveling to non-CARLI libraries in other regional systems.





# Changes? What changes?

After January 2, 2008:

- ➔ ILDS (CARLI) destination libraries will:
  - ➔ Sort and bag materials by 143 destinations
  
- ➔ Non-ILDS destination libraries will:
  - ➔ Use new ILDS Routing Label to address material for ILDS
  - ➔ Send the material to their Regional Library System drop for sorting and shipping to the destination library.



# Previous MLS Delivery stops now ILDS Delivery

➔ Benedictine University	BEN
➔ Concordia University	CON
➔ Dominican University	DOM
➔ Elmhurst College	ELM
➔ Moraine Valley Community College	MVC
➔ South Suburban College	SSC
➔ Trinity Christian College	TRN
➔ Triton College	TRT



# New symbols for Systems

➔ Chicago PL-1A	now CPL
➔ LCLS-5	now LCL
➔ LTLS-3	now LTL
➔ NSLS-1B	now NSL
➔ PALS- CVLY-4	now PAC
➔ PALS RKFD-1A	now PAR
➔ PALS SHWD-1A	now PAS
➔ RPLS-3	now RPL
➔ SHLS-6	now SHL



# MLS SWAN Changes

Delivery information included on SWAN Share-Illinois patron records will be updated to their new System delivery codes



# New ILDS Label

The new ILDS routing label is available in PDF format. Libraries can download the label from MLS website

[http://www.mls.lib.il.us/resource\\_sharing/loans.asp](http://www.mls.lib.il.us/resource_sharing/loans.asp)

Listed under *Printed tools – delivery*

Available

2 labels per page

3 labels per page

<b>FINAL DESTINATION*</b>
<small>*If different than what is circled below. For materials going to non-ILDS libraries, write the destination library's full name above, and circle their System's ILDS code below at left.</small>
FROM _____
NOTES

**ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW**

To Systems or their Non-ILDS Members	To ILDS Libraries				
ALS	ADL	FLD	KCC	NPU	SJN
CPL	ALP	GRN	KEN	NUH	SRC
DLS	ARG	GSU	KIS	NWU	SSC
LCL	ARU	HCD	KNX	OAK	SVC
LTL	AUG	HIC	KSC	ONU	SWI
MLS	BEN	HRT	LAC	PRC	SXU
NSL	BHC	ICC	LCC	PRK	TIU
PAC	BLC	ICO	LCN	QCY	TRN
PAR	BRA	IEF	LEW	RCC	TRT
PAS	BRN	IEL	LFC	RKC	UCH
RPL	CLC	IEO	LKC	RLC	UIC
SHL	COD	IEW	LLC	RMC	UIH
	COL	IIA	LUC	ROB	UIP
	CON	IID	MBI	ROS	UIR
	CSC	IIT	MCK	ROU	UIS
	CSP	ILC	MHC	RSH	UIU
	CSU	IMS	MIL	RVC	UNI
	CTU	ISL	MMC	SAI	USF
	DAC	ISU	MON	SCC	VCM
	DOM	IVC	MVC	SCI	WCC
	DPU	IWU	MWU	SEI	WHE
	ECC	JAL	NBT	SFM	WIU
	EIU	JKM	NBY	SHC	WRH
	ELM	JOL	NCC	SIC	WWC
	ERI	JUD	NEI	SIE	SJN
	ERK	JWC	NIU	SIM	SRC
	EWU				



ILDS codes defined at <http://www.illinoisdelivers.net>

For a directory of all Illinois libraries see: <http://www.eilinois.org>



## Completing the Label

Library staff completes the label by indicating:

1. Final Destination -- Clearly print the name of the library receiving the item
2. Notes – Any necessary notes
3. From -- Clearly print or stamp your library's name
4. Circle or highlight -- The shipping code of the ILDS destination. If sending to a non-ILDS site, you circle or highlight the receiving library's Regional Library System drop. Not sure about the ILDS Destination? Check ELI at <http://eliillinois.org/>

<b>FINAL DESTINATION*</b>				
<i>*If shipping to a non-ILDS site, please circle or highlight the shipping code. For multiple items going to non-ILDS libraries, write the destination library's full name clearly, and circle their System's ILDS code.</i>				
<b>NOTES</b>		<b>FROM</b>		
<b>5. CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE</b>				
<b>To System or ILDS Destination</b> ALS CPL DLS LCL LTL MSL NSL PAC PAR PAS RPL SHL		<b>To ILDS Libraries</b> ADL FLD KCC NPU SJN ALP GRN KEN NUH SRC ARG GSU KIS NWU SSC ARU HCD KNX OAK SVC AUG HIC KSC ONU SWI BEN HRT LAC PRC SXU BHC ICC LCC PRK TIU BLC ICO LCN QCY TRN BRA IEF LEW RCC TRT BRN IEL LFC RKC UCH CLC IEO LKC RLC UIC COD IEW LLC RMC UIH COL IIA LUC ROB UIP COH IID MBI ROS UIR CSC IIT MCK ROU UIS CSP ILC MHC RSH UIU CSU IMS MIL RVC UNI CTU ISL MMC SAI USF DAC ISU MON SCC VCM DOM IVC MVC SCI WCC DPU IWU MWU SEI WHE ECC JAL NBT SFM WIU EIU JKM NBY SHC WRH ELM JOL NCC SIC WWC ERI JUD NEI SIE SJN ERK JWC NIU SIM SRC EWU		
<p>ILDS codes defined at <a href="http://www.illinoisdelivers.net">http://www.illinoisdelivers.net</a></p> <p>For a directory of all Illinois libraries see: <a href="http://www.illinoisdelivers.net">http://www.illinoisdelivers.net</a></p> <p>December 2007</p>				



# Different scenarios

- When sending an interlibrary loan item to another non-ILDS library in a different Library System → Elmhurst Public sending a book to Arlington Heights Public Library. **Use ILDS long label or short label**
- When sending an interlibrary loan item from a non-ILDS library to an ILDS library in the same Library System → Elmhurst Public to Elmhurst College. **ILDS Long label**
- When sending an interlibrary loan item to an ILDS library → Oak Lawn Public Library lending a book to University of Chicago. **ILDS Long label**
- When returning an interlibrary loaned item to the supplying library. All libraries are encouraged to include a return label when supplying an item.



# Short Label-- System only delivery and MLS return label

➔ Short labels to use  
with Share-Illinois  
libraries

➔ 6 to a page masters

➔ DLS

➔ NSL

➔ PAC

➔ PAR

➔ PAS

➔ MLS return label

➔ 6 to a page master for  
return of your items

➔ Use green paper if you  
can for MLS return  
labels for ease in  
sorting



## Remember....

When in doubt about the library's ILDS destination, look up the library.

➡ ILDS: <http://www.illinoisdelivers.net/memlist.html>

➡ Every Library in ILLINET (ELI): <http://www.eliillinois.org/>

Don't forget to attach the routing label to the item.

Please use a non-permanent method to avoid damaging the item.

If you want to use the white book bands, you will have to affix a new label to it

If your library sorts MLS delivery, place items for ILDS in Route 4



Home

Authentication/Access

Resource Sharing

Linking

Interface Display

## Patron ILL Settings

- select an option -

## Staff ILL Settings

Constant Data Records

## Per-Article Purchase

- select an option -

## OpenURL Links

ILL Authorization: 100079427 | FirstSearch Authorization: 100109253 | Symbol: IED

## Resource Sharing &gt; Staff ILL Settings &gt; Constant Data Records

## Constant Data

View/Print

New Blank Record

Delete Record

Save Changes

To edit a specific Constant Data Record:

Select Constant Data Record OR enter an existing CD Name 

Go

## Borrowing Library Information

\*CD Name:

Last Modified Date:20050428

Need Before:

relative to today's date (format: +DD) ?

Request Type:

- select a Request Type - ?

Edition:

Ship To:

Metropolitan Library System/Interlibrary Loan  
Dept./125 Tower Dr./Burr Ridge IL 60527-5783

- On the Resource Sharing page, pull down the menu under **Staff ILL Settings** and choose **Constant Data Records**.
- Choose your in-state constant data record (if you have one)
- Update your ship via and return via fields with new MLS symbol
- Remember to Save Changes before leaving page



Questions?????

