

## **RESPONSIBILITIES OF THE PRIMARY DELIVERY DROP POINT**

- Recognized by the State Library as a full member in an Illinois regional library system
- Notify and work with the library system, and as applicable CARLI/ILDS, in developing and formalizing this project
- Provide participating ILLINET members with the assigned liaison(s) staff contact information (names, phone numbers, and e-mail)
- Notify participating ILLINET members when a delivery for their agency is received
- Place materials, that have been accurately prepared and labeled for delivery, from participating ILLINET members in delivery within one working day of receipt
- Work cooperatively with participating ILLINET members to quickly and effectively resolve delivery issues
- Request assistance and mediation from library system, and as applicable CARLI/ILDS, delivery personnel
- Assume liability for facilitating this service

## **RESPONSIBILITIES OF THE PARTICIPANTS**

- Recognized by the State Library as a full member in an Illinois regional library system
- Notify and work with the library system, and as applicable CARLI/ILDS, in developing and formalizing this project
- Provide the primary delivery drop point liaison(s) with the assigned staff contact information (names, phone numbers, and e-mail) for participating ILLINET members
- Pick-up materials promptly from the primary delivery drop point within one working day
- Accurately prepare and label materials being shipped or returned via delivery
- Work cooperatively with the primary delivery drop point liaison(s) to quickly and effectively resolve delivery issues
- Request assistance and mediation from library system, and as applicable CARLI/ILDS, delivery personnel

Assume liability for the person(s) assigned to this service and the vehicle(s) used in this service. Preferably, the person assigned to this service should be an employee of the organization. Use of an agency or organization-owned vehicle, if available, is encouraged.