

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

- Be a certified, full member of the 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**

- Be a certified, full member of the 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. Use of a agency or organization-owned vehicle, if available, is encouraged.