ELD Update: May 2017

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Overview

- Recent ELD Improvements

- "Need to Know" Links & Info

- Correct Labeling Practices

- Q&A

Recent ELD Improvements

- **New Bags!**
  - Vinyl-coated Nylon and polyester fabric bonded together with a moisture proof inner liner. Wear-resistant. An exceptionally strong material with a smooth finish.

Recent ELD Improvements

- Downloadable Missing Resources List
  - Download the missing resources list, print relevant columns, and search your shelves for missing books.
  - Help us keep the list up to date! Report found books via the Google Form or email admin@esln.org

Recent ELD Improvements

- Google Forms to Track Issues
  - Track recurring issues such as missing items, missed stops, and delayed deliveries.
  - Make sure you report issues as they occur so that we can improve delivery for you!
    - Be as detailed as possible.

Recent ELD Improvements

- Tracking Pilot
  - In order to identify what is causing delivery delays, we'll be starting a tracking pilot in the near future.
    - Zip-ties with barcodes
      - Do NOT cut the zip-tie off of the bag!

Reminder: ELD Public Library Systems

- Buffalo and Erie County Public Library → now a permanent member of ELD
- Mid-Hudson Library System
- Monroe County Library System
- Nioga Library System
- Onondaga County Public Library
- Pioneer Library System
- Ramapo Catskill Library System

Keep Your Links Up-to-Date

Report an Issue:

- https://goo.gl/forms/pFFiwJDdwyVRH0fi2

Missing Resources Form

- https://goo.gl/forms/oh2N1gUQAY69xT2B3

Bag Requests Form

- https://goo.gl/forms/kB6idFWbaKbaVgt93

ELD Roster

- https://docs.google.com/spreadsheets/d/1UBKKwK-Xparg91KwbQQ1G7jre-lVayh EcutSYbw1ziE/edit#gid=0

Keep Your News Up-to-Date

Subscribe to ELD Newsletter:

- https://goo.gl/forms/ls1KsoB082C1PkdQ2

Missing Resources Summary

- https://docs.google.com/spreadsheets/d/1CN6YE8P5t8FKJ3gTZOpMk6X_vFjfSV7iXDrfGKG8Cps/edit?usp=sharing

Empire Library Delivery at ESLN.org

- https://www.esln.org/services/empire-library-delivery/

Labeling Overview

- Use current ELD list

  - If your list is over 6 months old print a new one

- Review correct ELD label practices

- Review examples of incorrect labels

- How to put labels in bags

Correct Label Practices

REQUIRED on <u>all</u> ELD labels:

- Institution Name
- Full Address
- OCLC code
- Hub

Format is the same as if you are addressing an envelope:

Place the destination in the middle of the label with a larger font and your library in smaller print in the upper left hand corner.

Example of Correct Label

Capital District Library Council (VYD)
28 Essex St
Albany, NY 12206
HUB: ALB

Brockport, SUNY Drake Memorial Library
350 New Campus Drive
Brockport, NY 14420
XBM
Hub: ROC

Please note, it is important to have a **full return address** on the package. If a bag is mislabeled or somehow gets misdirected, the materials may be returned to sender.

Incorrect Labels

Incorrect Label Example

Out of NY State

=

Not on Empire Library Delivery

Mailed under Section 135.14 Postal Manual/LIBRARIES MATERIALS
FROM:

RETURN POSTAGE GUARANTEED

Mount Holyoke College Library - ILL
50 College St.
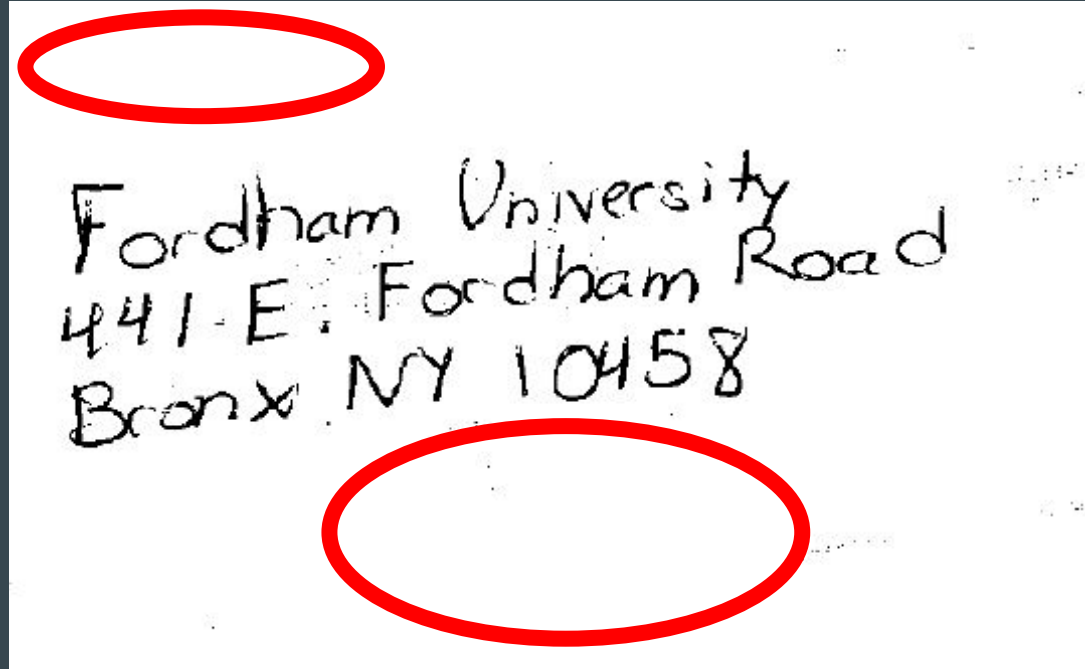South Hadley, Massachusetts 01075
United States

Incorrect Label Example

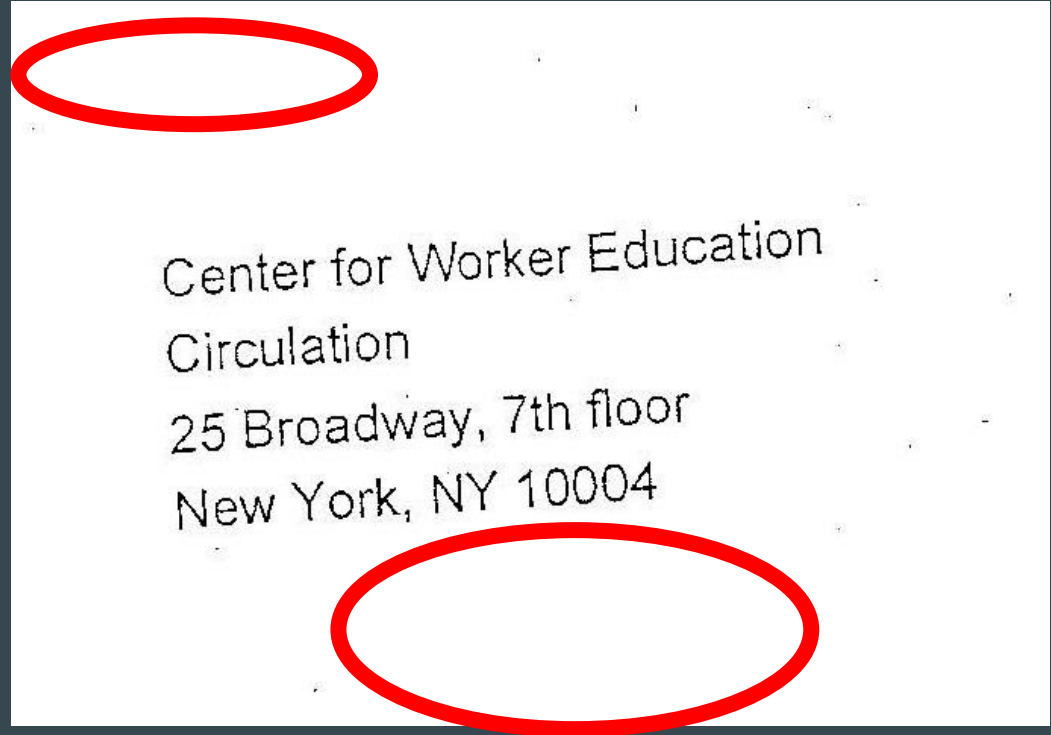- No Symbol

- No Hub

- No Address
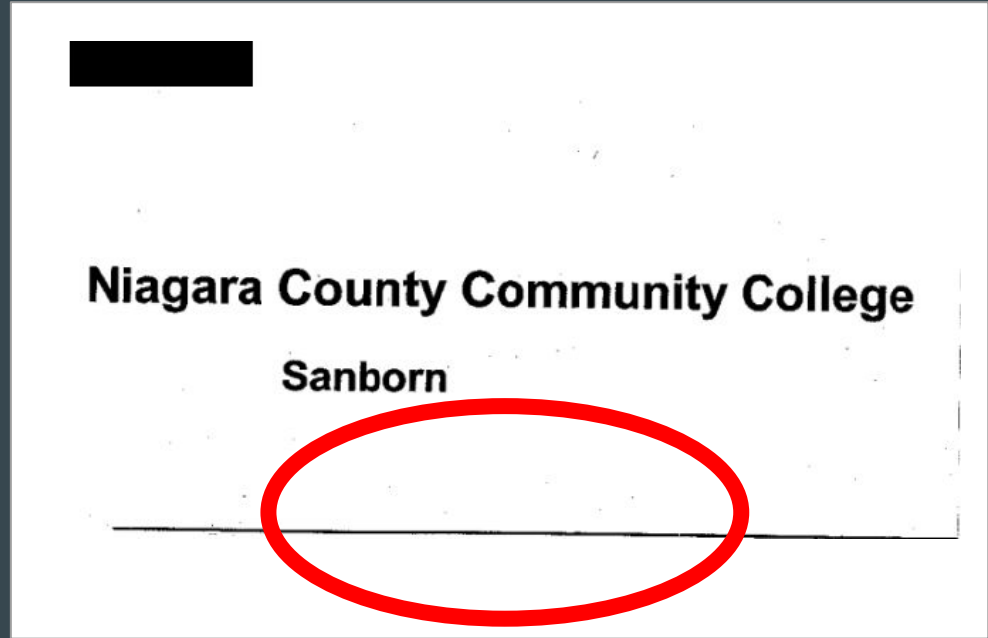
Incorrect Label Example

- Not on ELD

  - No Symbol
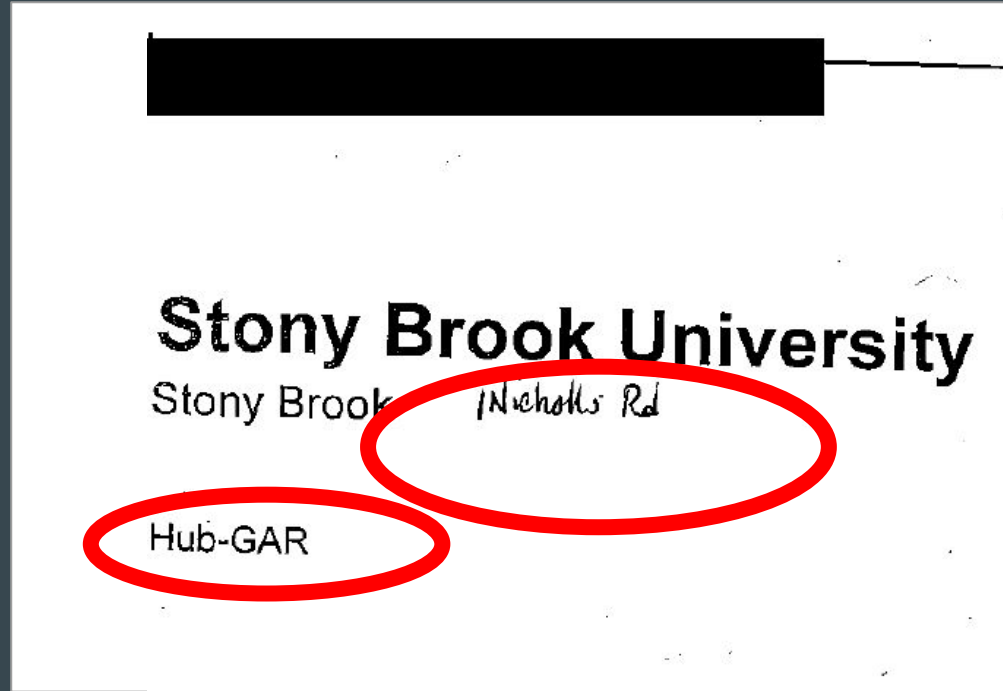
  - No Hub

  - No Return Address

Incorrect Label Example

- Not on ELD

  - No Symbol

  - No Hub

  - No Return Address

Center for Worker Education
Circulation
25 Broadway, 7th floor
New York, NY 10004

Incorrect Label Example

- No GAR Hub

  - Outdated information

- No Symbol

- No Address

Incorrect Label Example

- What Should the Library Name Be?

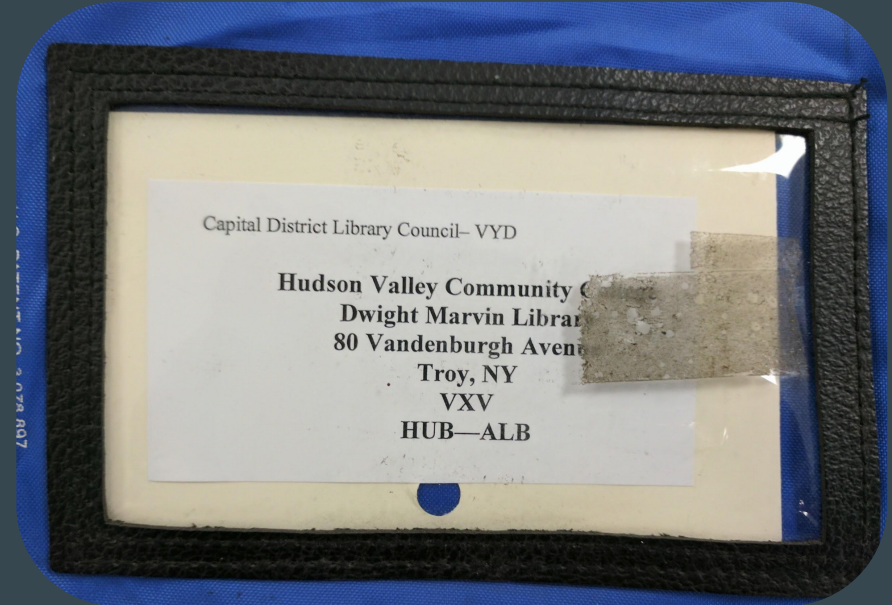 - Suffolk Cooperative Library System

- No Return Address

Riverhead Free Library ILL

330 Court St

Riverhead, NY 11901-2885

SDE   HUB - NYC
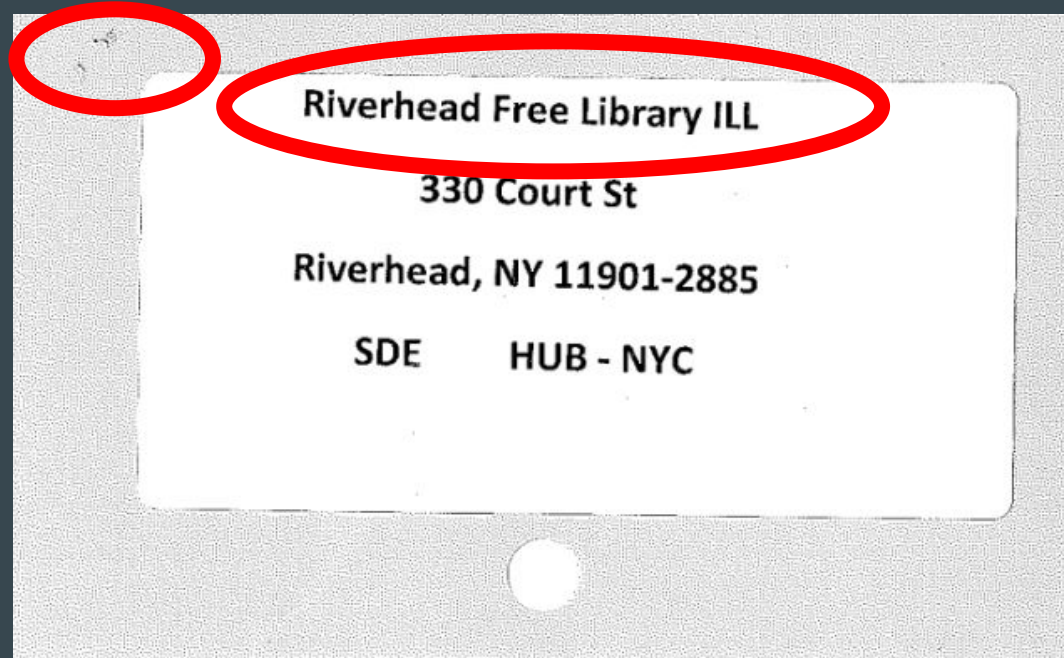
What <u>Not</u> to do With Bags

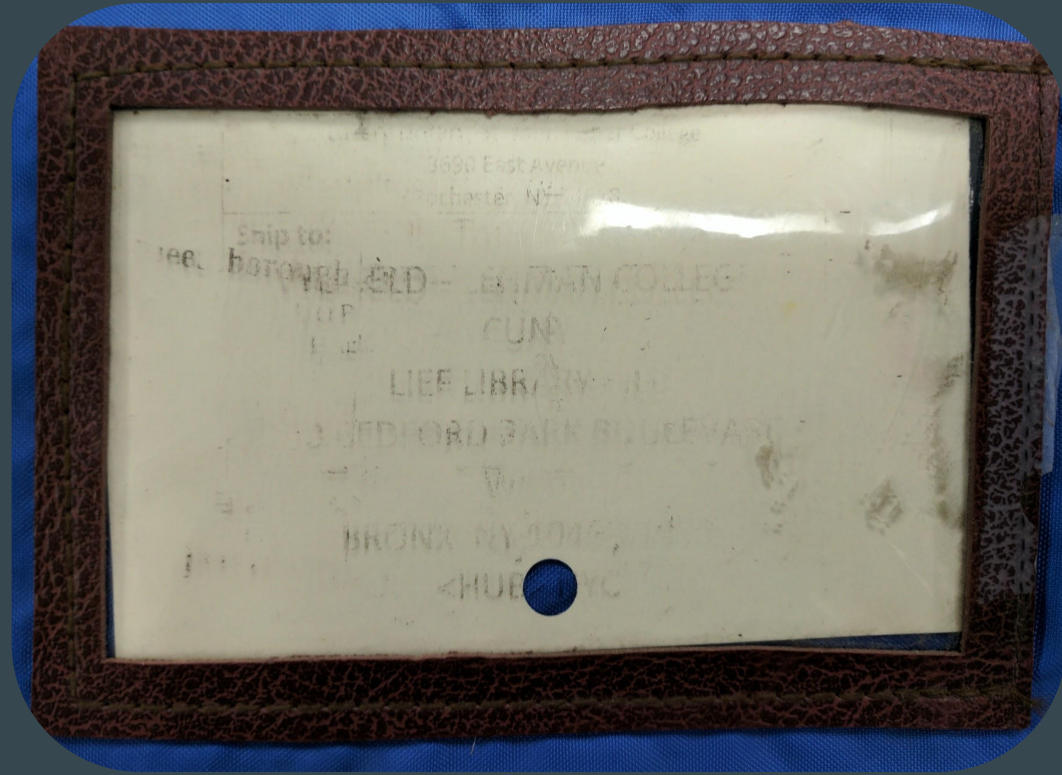Please Do Not Write Directly On the Bags

What <u>Not</u> to do With Bags

Please Do Not Use Tape
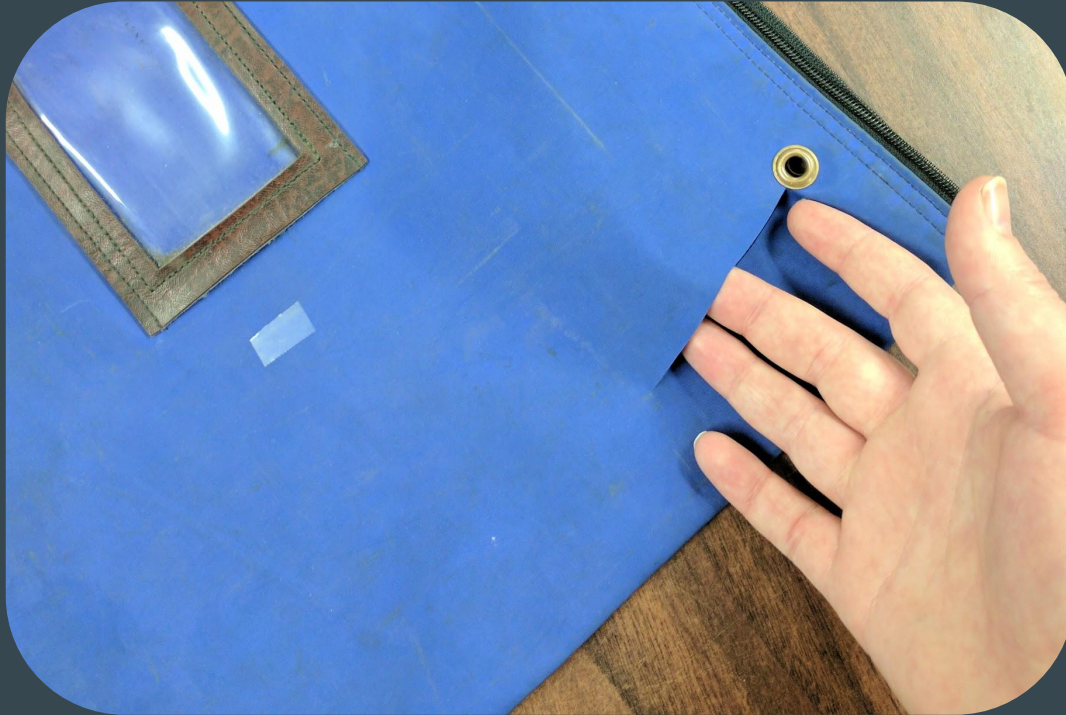
Over time it is destroying the bags

Cleaning Old Bags

- Ink Stuck to Inside of Windows

- Tape Residue Stuck to Outside of Bag

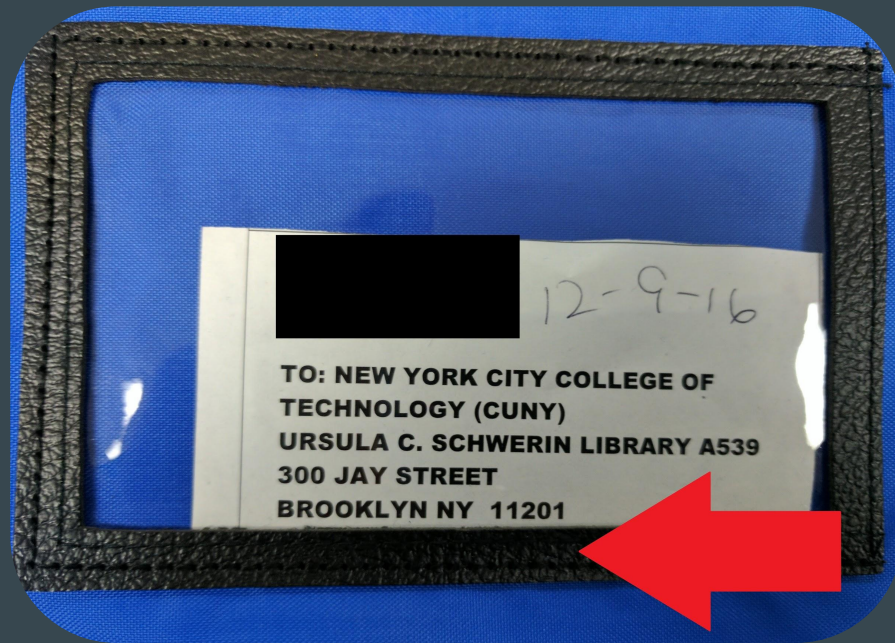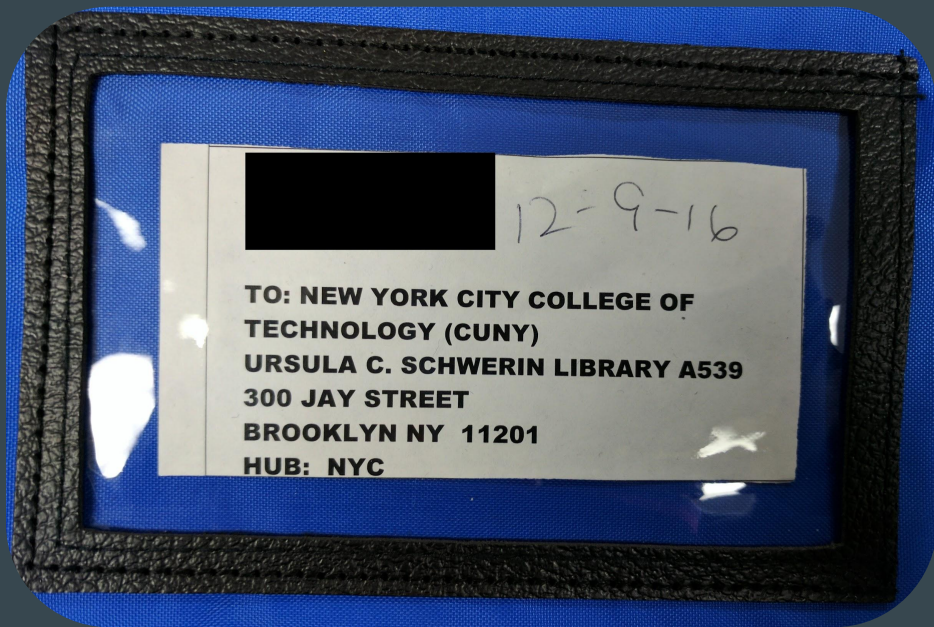 - Clean with rubbing alcohol or screen cleaner
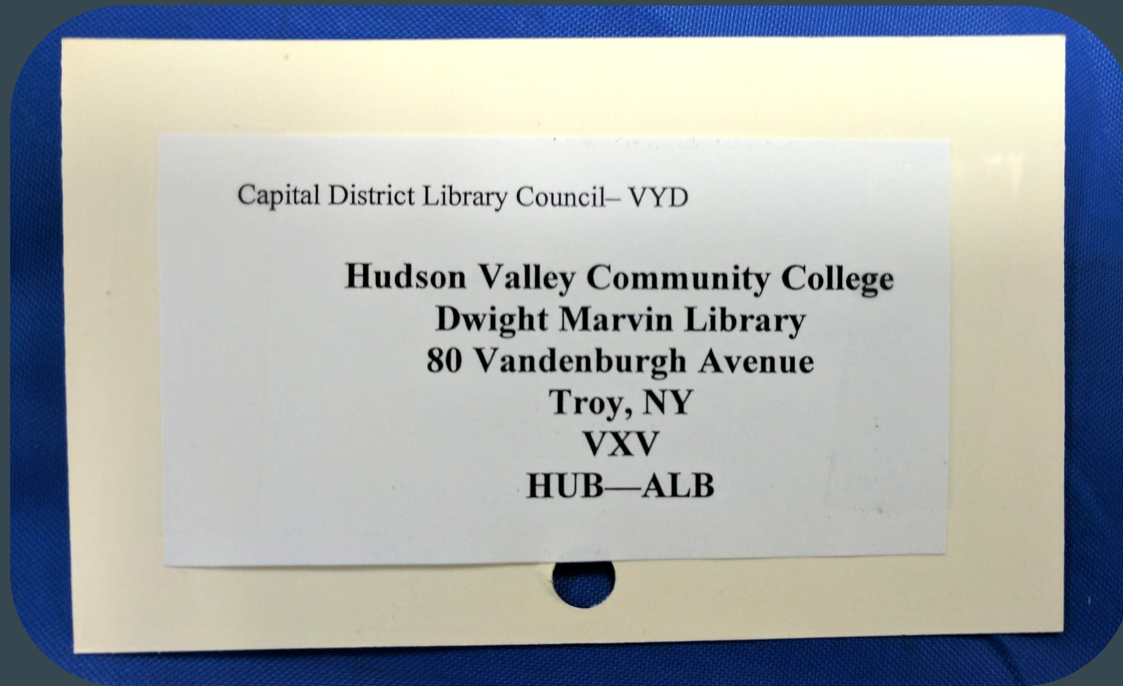
Ripped Bags

Judgment Call

Best Practice With Labels

Make Sure the Window Edge Doesn't Cover Up the Symbol

Best Practice With Labels

Capital District Library Council– VYD

Hudson Valley Community College
Dwight Marvin Library
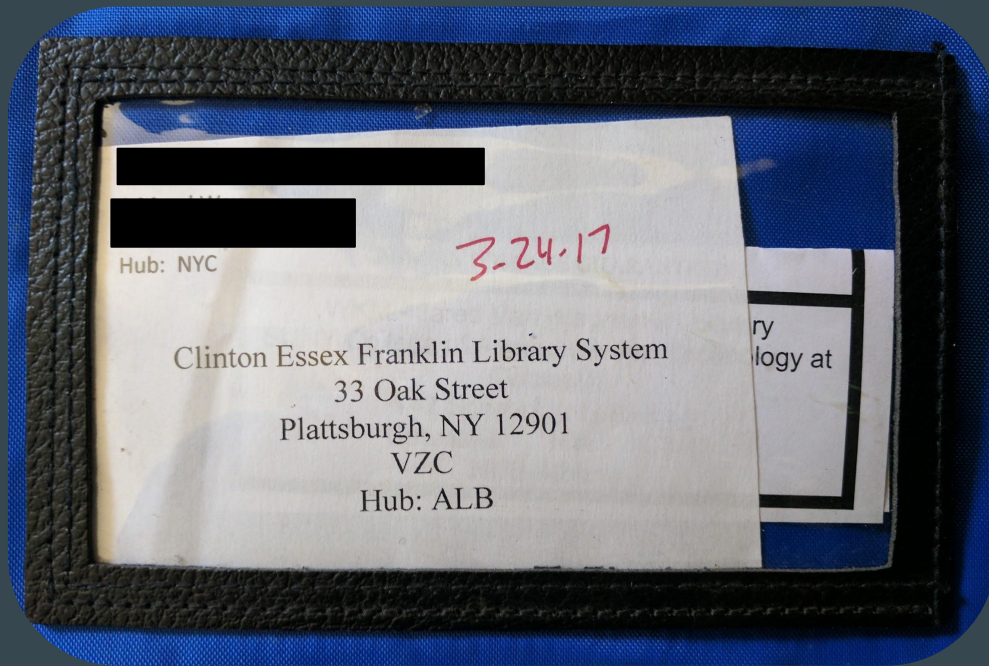**80 Vandenburgh Avenue**
Troy, NY
VXV
HUB—ALB

Tape It to Something, <u>But Not the Bag</u>

Use a 3 x 5 index card or an old card catalog card

Best Practice With Labels

Take Out Old Labels Before You Put In a New Ones

Having 2 labels in a window could lead to delivery problems

Questions?
Comments?
Email admin@esln.org