



Delivery of Library Materials Plan

To facilitate resource sharing, interlibrary loan, and centralized processing, intra-county shipment of materials shall occur on a regular schedule.

The System shall provide pick-up and delivery at full member library sites daily, Monday through Friday.

Branches and non-member library partner sites (such as RACC, the Wyomissing Public Library, and the Oley Valley Community Library) will receive delivery weekly. Frequency will be based on load and driver availability.

All libraries shall observe established procedures for labeling and packing materials for shipment.

Each library shall provide two keys to the premises, along with building security information, to enable deliveries outside a library's normal business hours. When possible, the library will notify the Deputy Administrator-Outreach Services Coordinator of changes to building access before changes are implemented.

The System reserves the right to delay or cancel delivery due to weather, vehicle malfunction, or other unforeseen circumstances. If a library is closed due to weather or other circumstances, it will not receive delivery that day.

Libraries recognize that materials may be damaged en route and should contact the Deputy Administrator-Outreach Services Coordinator immediately if damage occurs.

In an emergency situation, a new Delivery Plan detailing temporary, required delivery practices will be communicated by the Deputy Administrator-Outreach Services Coordinator.

Approved by the Berks County Public Libraries Advisory Board on November 17, 2021

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