

# Delivery Policies & Procedures

## **INTRA-REGIONAL**

Traverse des Sioux currently contracts with a commercial delivery service to transport materials and information to and from area public libraries.

SMILE subsidizes indirect delivery to area schools and special libraries by arranging with Traverse des Sioux to piggyback on its existing public library delivery service. Materials meant for schools or special libraries are sent to the public library nearest to them. The public library then notifies the school librarian or information specialist that a delivery for them has arrived and can be picked up. When there is no public library in a community, SMILE mails the item.

## **INTER-REGIONAL**

MINITEX, a multi-state interlibrary loan agency, contracts for the delivery of library materials between regions. This service was once limited to the exchange of interlibrary loaned materials, but MINITEX now permits the return of books borrowed directly by library users from libraries outside their region. Reciprocal borrowers who use the statewide delivery service are responsible for returning materials in sufficient time so that the item is returned by the due date.

## **COURIER DELIVERY SCHEDULE**

Traverse des Sioux/SMILE Courier Delivery Schedule is posted on the web and updated regularly. The schedule indicates whether a library has materials mailed to them, picks up materials at another library, or receives direct delivery at their library (and, if so, which days the deliveries are made).

Traverse des Sioux/SMILE Courier Delivery Service please contact the [MLC Library](#).