IFLS Delivery Study Instructions for Library Staff

Background

The biannual delivery study reports the number of bins shipped and received during the week of **April 21-25,** amongst IFLS libraries via our courier. IFLS uses an average number of items per bin to calculate the typical volume of items moving through the courier.

Instructions

IFLS has created a delivery count worksheet for all libraries to use. Please record the number of bins sent and received for each day of courier delivery your library has.

For example, the IFLS office receives delivery 5 days a week, we would fill out all five days. If your library only gets courier on Monday, Wednesday, Friday – you would fill out only those three days. Please also record the time you receive courier and any mistakes.

Filling Out the Worksheet

- ❏ Write your library's name on the top of the worksheet
- ❏ Record the TOTAL number of bins (full and empty) that are in your library on the morning of **Monday, April 21, 2025**.
- ❏ For each day of delivery, count and record the following numbers:
    - → Outgoing/Sending
        - ❏ Number of gray bins sent from your library
        - ❏ Number of other (bags, boxes, kits, etc.) sent from your library
    - → Incoming/Receiving
        - ❏ Number of gray bins received by your library
        - ❏ Number of other (bags, boxes, kits, etc.) received by your library
        - ❏ Number of errors (sorting mistakes, mislabeled items, etc.) noticed when processing the bins
- ❏ For each day of delivery, record the time that the driver arrived (if possible)
- ❏ On the back of the worksheet, feel free to include any comments, compliments, or problems relating to courier. You can also send that information directly to Katelyn.

Send in Your Worksheet

When the week is over and your worksheet is completed, **please scan it and email a copy to Katelyn** at IFLS (dubiel@ifls.lib.wi.us). For those without the ability to scan, you may print a copy and **send the copy** to the IFLS Office: Attn Katelyn.

Thank you for participating in the study!

Questions, issues or concerns? Please reach out to Katelyn to discuss.