

KYVL Courier Form Best Practices, and Q&A

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courier.kyvl.org – courier online pickup form



Log in using your library's OCLC symbol
as username and password



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Build a Courier Order

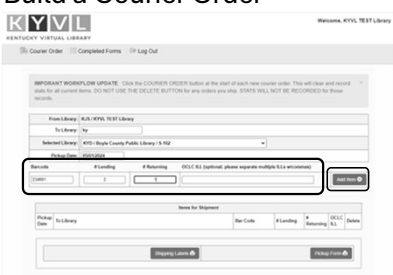


1. Search for To Library
 - By Name
 - By OCLC symbol
 - By Sort code
2. Select library
 - Scroll using arrows
3. Set pickup date



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Build a Courier Order



1. Enter container info

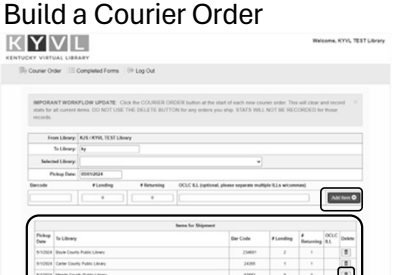
- Barcode number from shipping container
- Number of items your library is lending
- Number of items your library is returning
- (optional) OCLC ILL number(s)

2. Click Add Item button



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Build a Courier Order




1. When button is clicked, item is added to the shipment list.

2. Other fields are cleared.


3. Continue to add items.

4. If you make an error, you can delete the item and try again.




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Build a Courier Order



When list is complete, print shipping labels.

Labels download to your computer as a PDF and may open automatically.



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Build a Courier Order

Bar Code: 234601 TO: Boyle County Public Library S-102 FROM: KYVL TEST Library	Bar Code: 24355 TO: Carter County Public Library E-212 FROM: KYVL TEST Library
Bar Code: 52562 TO: Meade County Public Library N-310 FROM: KYVL TEST Library	Bar Code: 0 TO: FROM:

Shipping labels will download to your computer as a .pdf and may open automatically.

Labels include barcode, TO library, FROM library and library courier sort code.

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Build a Courier Order

Optional – Download / print / save a courier pickup form for your records.

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Build a Courier Order

KYVL Courier -- Pickup Details

Received From: KYVL TEST Library
Pickup Date: 5/1/2024

Send to Address	Sort Code	Bar Code	# LENDING	# RETURNING	OCCL ILL		
Boyle County Public Library	S-102	234601	2	1			
Carter County Public Library	E-212	24355	1	1			
Meade County Public Library	N-310	52562	0	3			
Shipper Signature	Total Pieces	Total Items	Time	Wait Time	Courier Signature	Route #	Total Pieces
	3	8	11:11:42 PM				

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Build a Courier Order

Important –
To begin a new courier order, click the Courier Order button at the top of the form.
This records the stats for your shipment.
DO NOT individually delete items from the shipment list.

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kyvl.org/courier – More forms!

- Report closed dates
- Report a missed stop
- Request supplies (bags / totes / barcodes)
- Claims
- Track a package (sort of)

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kyvl.org/courier – Other Highlights

- Routes and schedules
 - Courier stop best practices
- Packaging, shipping, supplies
 - Packaging requirements
 - Supplies
 - What can be shipped?
- Issues and concerns
 - Bed bugs

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Last call to update stop info, courier contacts
kyvl.libwizard.com/f/courier-2024



Courier updates April 2024

Please help KYVL plan for next year's courier service. The following information is requested at your earliest convenience with a deadline for changes of April 18.

Weekly stops

In keeping with cost increases in KYVL's contract with STAF Courier, paid stops for the fiscal year that begins July 1, 2024, will increase in cost from \$1,800 to \$2,000 per stop. The first weekly stop for each library remains free.

Do you wish to change the number of weekly stops your library is currently receiving?

Yes - change number of stops

No changes



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Return extra bags and totes any time!

Courier bags and shipping totes are needed!

Has your library accumulated extra supplies? Please let us know if you can help.

Our library will return empty courier bags to KDLA.

Our library will return empty KYVL Courier totes to KDLA.




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Courier help

Day-to-day operational issues
Nan.Harnice@ky.gov

Questions
Iona.Burdette@ky.gov

Supplies (form)
 Thanks to our partners at KDLA!



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