

## Guidelines for Interagency Mail Service Use by Public Libraries

All mail should have a complete address containing:

Name of person (if to an individual)  
Library name (main library)  
Branch library name  
Street address  
City

Example:

Interlibrary Loan Beaufort County Library Hilton Head Island Branch 311 Scott Street Beaufort SC 29902-5591
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- Books and other library materials should be appropriately packaged in padded envelopes or boxes. First class mail (letters, etc.) should be placed in envelopes.
- Boxes or packages must not exceed fifty (50) pounds per box. All boxes must be securely taped on the top and bottom.
- Pickup and deliveries will be made to the site designated by each library. If a bookdrop is used, mail should be clearly visible to the courier. Mesh laundry bags or a similar type of bag must be used to consolidate first class mail within a bookdrop. (Couriers will remove materials from the bags when picking up.)
- Couriers will weigh packages at the time of pick up. Library staff do not need to mark weight or postage cost on the package or envelope.
- IMS is for library business only. Use of IMS by employees for personal mail is not allowed.

### **CONTACT AT IMS:**

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Julia Poole, Customer Service ([JPoole@gs.sc.gov](mailto:JPoole@gs.sc.gov) or 803-898-9924)

### **CONTACT AT STATE LIBRARY:**

Christopher Yates ([cyates@statelibrary.sc.gov](mailto:cyates@statelibrary.sc.gov) or 803- 734-8866)