

November 2, 2017

Dear Vermont Library Community,

The Green Mountain Library Consortium (GMLC) is pleased to open to new members the statewide cooperative delivery service of interlibrary loan materials, with service beginning in mid-November. In order to express interest in joining the service, please fill out the form below no later than **November 10**. This is a limited time open enrollment period. **Enrollment will be closed after November 10.**

<https://tinyurl.com/GMLCdeliveryNov2017>

Delivery will be made possible via a contract with a third-party commercial courier service, Green Mountain Messenger (GMM). Acceptance into the delivery service is contingent on GMM offering service to your library's address, or at an agreed upon alternate location. (If you are already participating in the delivery service, this invitation does **NOT apply** to you: you are all set through December 2017.)

New members to the delivery program will be enrolled in the courier service through the calendar year.

In 2018, we anticipate that the courier service will continue under the leadership of the **Vermont Department of Libraries**. At this time, service is open only to public libraries in Vermont.

How will this work?

We contract with Green Mountain Messenger (GMM), which provides delivery service to most Vermont locations. Fill out the linked form above to apply. We will notify you as soon as GMM confirms that service is available to your location.

In most cases, deliveries will be made directly to libraries. Each delivery stop is priced at \$15.00 for up to 2 bins of ILL materials. Libraries will have the option to have more (in addition to the first 2 bins) per pick-up at their site at a cost of \$5.00 per bin. Libraries can sign up for up to 5 stops each week (@\$15.00 per stop). The more frequent the delivery, the faster the service to patrons. Libraries will be billed monthly for the service by GMM. Prompt payment of invoices is essential for uninterrupted service. GMM will work with libraries to schedule stops during the library's open hours – delivery times are often dependent on other business in the area. Delivery will only be scheduled for weekdays.

To encourage participation, **VTLib** has committed to continuing to offer funding for the courier service by paying half the cost of one stop per week (\$7.50/week) for new libraries signing on, and all participating libraries that have already enrolled in 2017. Libraries will fill out paperwork to receive this delivery stipend directly through VTLib.

GMM transports ILL materials picked up each day to its warehouse for sorting and then delivers items to the receiving libraries at their next scheduled stop.

What are the benefits?

Better service for your library patrons!

By eliminating per item mailing costs, libraries can more freely market ILL service to their patrons, giving them more cost-effective access to the millions of titles available for loan from Vermont libraries. *You will also be able to predict the arrival of materials with regularly scheduled deliveries.*

Saving time and money!

With set fees for delivery, libraries no longer pay per-item delivery costs, and will save in staff time and packaging materials. Zipper cloth bags mean that you will no longer have to wrestle with tape, staples, and postage.

Convenience!

Most libraries will have on-site delivery and pick-up.

VTLib will provide “starter kits” for up to 19 libraries signing up during this enrollment period. The “kit” will include 3 tote bins and a small selection of delivery zipper bags. These materials will be required for all participating libraries.

Membership in **GMLC** is **not** required for delivery system participation. For more information, please contact GMLC at <http://gmlc.org/index.php/get-in-touch>

Sincerely,
The GMLC Board:
Wendy Hysko
Kim Peine
Richard Pritsky
Chris Kirby
Cindy Weber