

# **PCCLD Courier Procedure**

**Materials Courier Information for Staff:**

* Totes will be picked up Monday through Saturday between 9:30 PM and 2:00 AM, except for Library @ Y which will be picked up between 7:00 – 9:00 AM.
* Books should always be packed at the BOTTOM of the totes, with DVDs on top. Place bubble wrap sheet between the books and DVDs to protect items from being damaged. *(Bubble wrap has been ordered and will be delivered to each location soon.)*
* Totes should only be filled ¾ of maximum capacity.
* Notify courier in advance whenever possible, for special large pickups or unusual items that need to be picked up. Staff can contract the materials courier: [connor.gosney@pueblolibrary.org](mailto:connor.gosney@pueblolibrary.org) for weekdays, [jeffrey.martinez@pueblolibrary.org](mailto:jeffrey.martinez@pueblolibrary.org) for weekends or by calling **719-252-8500**.

**Codes:**

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| Barkman Library | **BK** | 1300 Jerry Murphy Rd. |
| Giodone Library | **GI** | 25655 E. US Highway 50 |
| Greenhorn Valley | **GHV** | 4801 Cibola Rd., Colorado City |
| Lamb Library | **LB** | 2525 S. Pueblo Blvd. |
| Library @Y | **Y** | 3200 Spaudling Ave. |
| Lucero Library | **LU** | 1315 E. 7th Street |
| Rawlings/Circulation | **RA** | 100 E. Abriendo Ave. |
| Rawlings/Tech Services | **TS** | 100 E. Abriendo Ave. |
| Pueblo West Library | **PW** | 298 Joe Martinez Blvd. |

**Tote Colors**

Blue Standard Materials Tote Deliver to marked location

Grey Materials for YS Deliver to Circulation

Red Weeded Materials Tote Deliver to Tech Services

Boxes Miscellaneous Materials Deliver to Tech Services

**Location Notes for Courier:**

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| --- | --- |
| Barkman Library | Need key to enter library. Disarm alarm system and reset when leaving. Totes in staff workroom. |
| Giodone Library | Keypad entry. Totes in staff workroom. Disarm alarm system and reset when leaving. |
| Greenhorn Valley | Keypad entry. . Disarm alarm system and reset when leaving. Different key pad – **press & hold** shield. Totes in staff workroom or in foyer |
| Lamb Library | Need key to enter library at staff entrance. Disarm alarm system and reset when leaving. Totes in staff workroom. |
| Library @Y | Building Hours:  Monday - Friday: 5:00am - 9:00pm  Saturday: 7:00am - 6:00pm  Sunday: 12:00pm - 5:00pm  Summer Facility Hours (Memorial Day - Labor Day):  Monday - Friday: 5:00am - 9:00pm  Saturday: 7:00am - 5:00pm  Sunday: 12:00pm - 4:00pm  Need key to enter library. **This location is on a day courier route.** |
| Lucero Library | Keypad entry. Disarm alarm system and reset when leaving. Need key to enter locked workroom. Pick up totes from shelves in workroom. |
| Rawlings/Circulation | Enter through dock. Disarm alarm system and reset when leaving. Totes to be picked up/dropped off in Circulation |
| Rawlings/Tech Services | Keypad entry. Disarm alarm system and reset when leaving. Enter through dock, totes in mailroom, leave totes in middle of room. |
| Pueblo West Library | Keypad entry. Disarm alarm system and reset when leaving. Totes to be picked up from café, leave totes outside workroom. |

**Gas:** Vehicles are maintained and filled with gas by the Facilities Department. In an emergency an ACORN gas credit card is kept in a pocket on the dash board of the vehicle. ACORN Stations are located on 8th Street and Erie near Lucero and in Pueblo West on Industrial Blvd. (behind Walmart). Save receipt if credit card is used and submit it to Alan Rocco.

**Cash Courier Procedure**

Cash bags should be locked and deposited in the Cash Deposit Boxes at each location for courier pick up. Finance is creating a log to record pick-ups which will replace the receipt system. Until the log is in place, continue to leave a receipt for pick-up with the cash bag. Cash Courier Pick-ups will occur on Wednesdays, between 9:30 PM and 2:00 AM, except for Library @ Y which will be picked up between 7:00 – 9:00 AM. Weekly Wednesday cash pick-ups are scheduled for: Barkman, Lamb & Pueblo West; monthly pick-ups are scheduled for the 3rd Wednesday at: Lucero, Giodone, GHV, Library @ Y.

**Report all courier issues to Tony Varela 719-252-9330 or Sara Rose 719-562-5627.**