

OhioLINK Supplies and You

https://www.ohiolink.edu/content/tip_week_96_guidelines_usage_ohiolink_supplied_pcirc_supplies

1. The OhioLINK member Priority Dispatch pickup/deliver locations are listed at the Do-It-Yourself shipping label site (<https://platinum.ohiolink.edu/cgi-bin/priority-labels>). The addresses listed on this label making site are the current OhioLINK members' PCIRC pickup/delivery locations. These also include all of the SearchOhio libraries.
2. Shipping supplies that are available for shipping PCIRC items are the following:
 - a. Small & large canvas bags
 - b. Blue article portfolio envelopes
 - c. Bubble envelopes (sizes #4 small, #5 medium, #6 large, and #7 extra large)
 - d. Non-book media boxes (CD, DVD, VHS, LP & large miscellaneous "pizza" boxes)
 - e. Non-book media stickers (both regular & pickup anywhere)
3. When you need supplies, first request the needed shipping supplies (except for the media stickers which can be requested directly from Supplies) from your PCIRC colleagues using the PCIRC email list. Use the following subject line when requesting supplies on the PCIRC email list: SUPPLIES NEED: [list the supplies you need] + [Priority stop number and school name].
4. If it has been at least 3 days since you posted your request for supplies on the PCIRC email list and you have not received what you need, please request your needed supplies by emailing supplies@lists.ohiolink.edu and the staff at the State Library of Ohio will ship your supplies via Priority. You do not have to wait more than 3 days or make multiple requests to the PCIRC email list. But this does mean that you will need to keep on top of your supplies and make request in advance of completely running out. Allow extra time for this process to work.
5. Any overstock of supplies should be offered up on the PCIRC email list for others to request. If no one requests them, then you may ship them to the State Library of Ohio via Priority. Ship using the #250, Supplies shipping label.