



IHLS Automated Materials Handling System (AMHS)

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Illinois Heartland Library System*

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Imagining Tomorrow – Delivering Possibilities Today!

What we'll cover

1. Why We Are Stopping the Barcode Duplication Project
2. Why Transit Labels Are Changing
3. What Libraries Need to Know
4. Special Cases: Damaged Items & ILL Outside of SHARE
5. Delivery Best Practices
6. What's Next
7. Live Q&A



Why Are We Stopping the Barcode Duplication Project?



Inter-Governmental Agreements (IGAs)

IGAs were expiring

Renewal deadline:
December 31

Uncertainty about:

- Whether to extend
- Length of any extension

Needed time to
evaluate
workflows

Re-signing
agreements added
complexity

Impact on Library Materials

Necessary tape changes & concerns
about harm to library materials

Need for transit labels to track
duplication approvals

Unneeded transit labels risk
material damage



Operational Challenges: Workflow Issues

- Transit labels often blocked barcodes
- Staff had to remove labels to scan items
- Extra handling slowed processing

Why Transit Labels Are Changing



So Why Don't You Need Transit Labels Anymore?

Needed but Problematic Before Automation

- Necessary to see item destinations
- Frequent status changes leave slips outdated
- Inaccuracies slow sorting, cause errors

Unneeded, Obsolete with Automation

- Automatic sorting for SHARE-to-SHARE items
- Up-to-date destinations pulled from the Polaris database

Turning Off Transit Labels/Slips

Common Questions

- How do I turn off transit slips?
- Will this affect patron receipts?
- Will the system turn them off automatically?
- Do I need to do this for every workstation or just once per library?



What If I Want to Keep Transit Labels Turned On?



Please be considerate of the sorting staff's time



A large portion of their induction process is spent finding barcodes and removing labels to find the barcodes



If you keep labels on, **do not block the barcode**

What Libraries Need to Know



Duplicator Kits Available for Loan

- We're Stopping Barcode Duplication — What If I Still Want One?
 - Duplicator kits are still available for loan for free
 - All members may borrow a kit, regardless of past selection



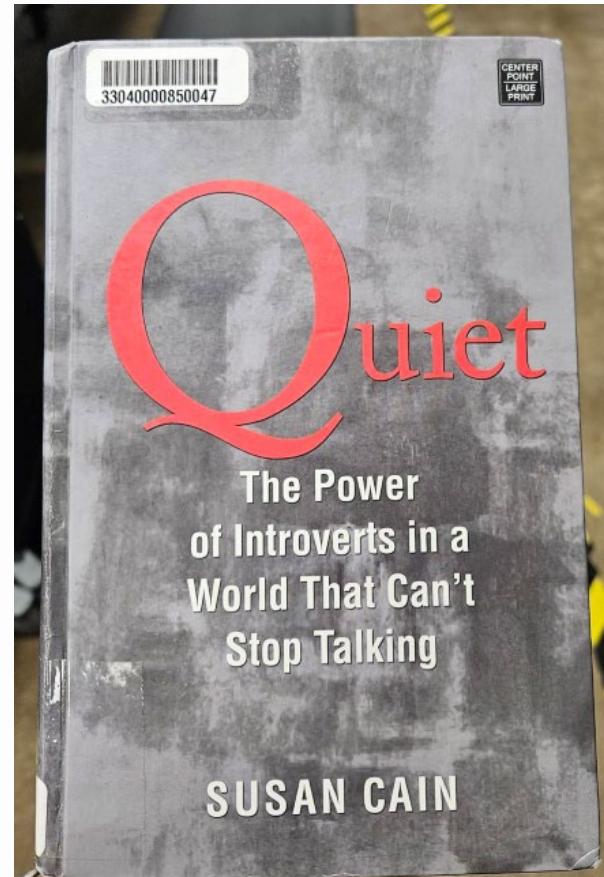
Requirements:

- Sign a new IGA with IHLS
- IHLS will provide instructions for placing a hold
- Your library will be responsible for purchasing additional supplies if needed
- BayScan Group purchase discounted pricing still available through December 31, 2026



Common Practice

- Some libraries keep a kit at the circulation desk
- Add a duplicate barcode while packing items for the delivery tubs



Current Info for Borrowing

- Currently:
- 8 kits available | 60-day loan period
- 2-qty and 1-qty kit options
- Contact Colleen to sign a new IGA
- If you need loaning instructions, please contact Colleen



If Your Item Lacks an Outside Barcode...

You can send without one, but...

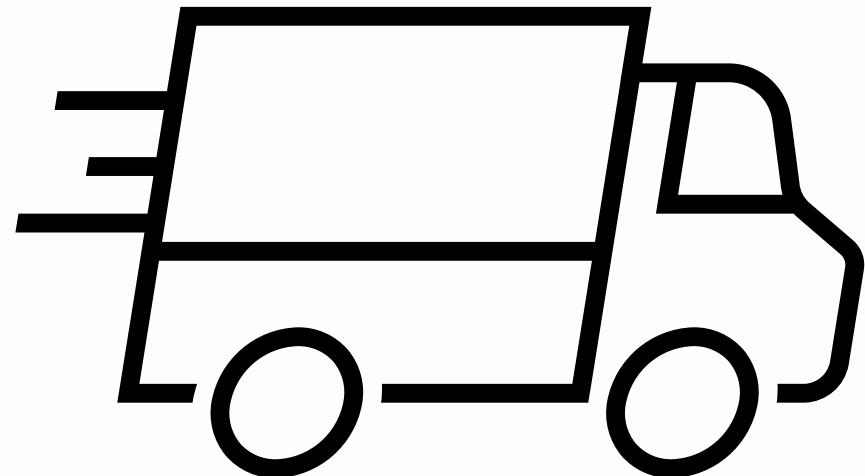
- It must be manually addressed
- Preferred placement is the **front top left corner**
- RFID is preferred

**Please ensure all *new* items
have external barcodes.**

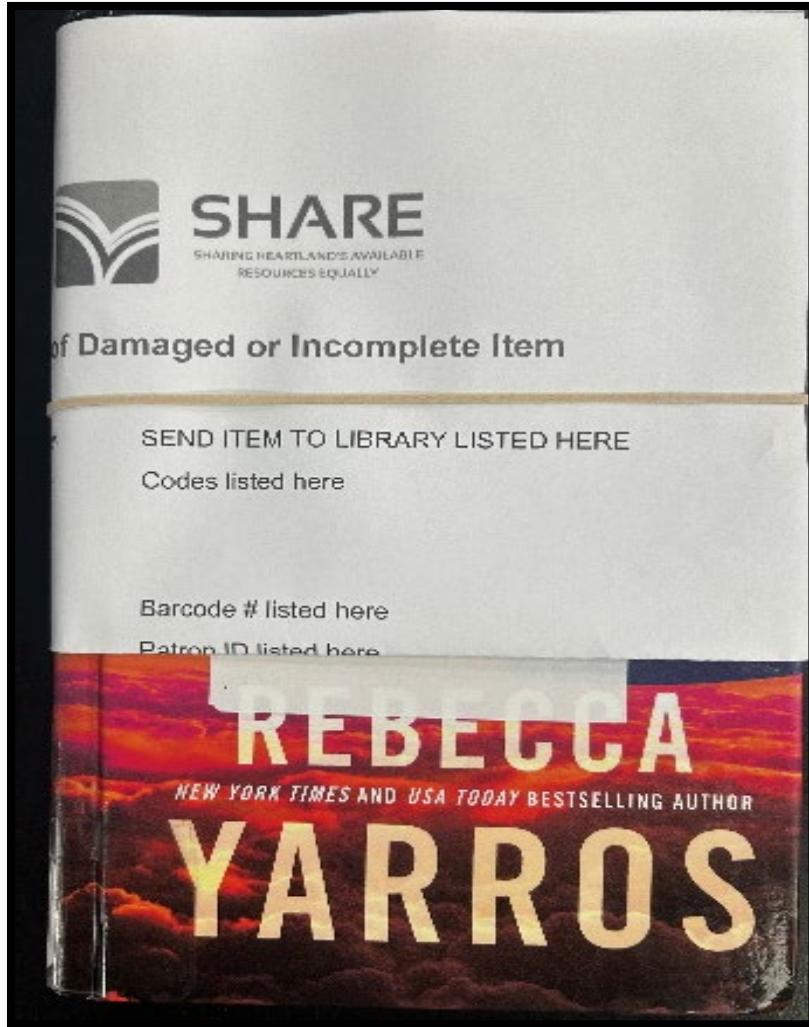


Special Cases: Damaged Items & ILL Outside of SHARE

SHARE Damaged Item Procedures



How To Send A Damaged Item Through Delivery



Major Damage

- Return to home library
- Do not continue to circulate

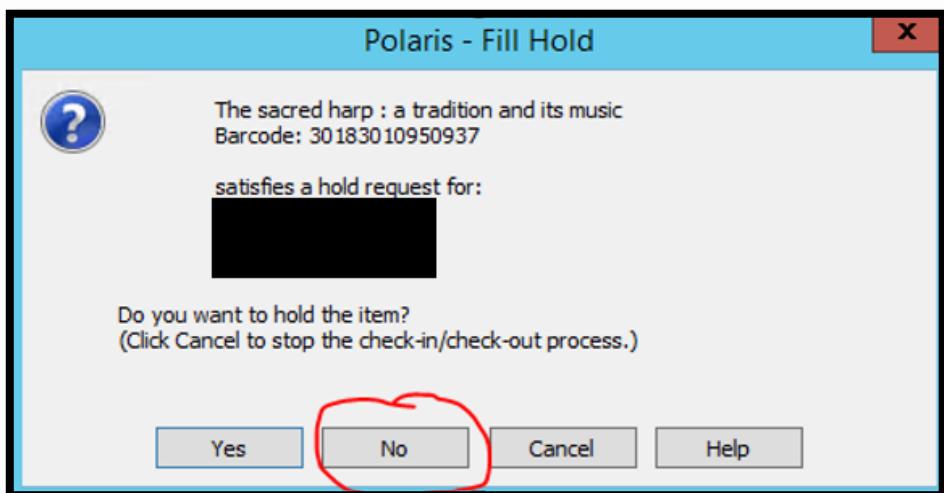
Important steps:

- Damaged item report is the only label
- Cover the barcode
- Use a rubber band

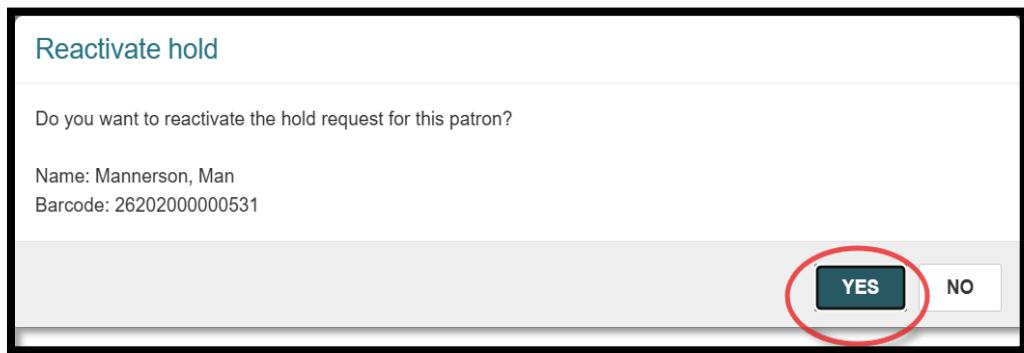
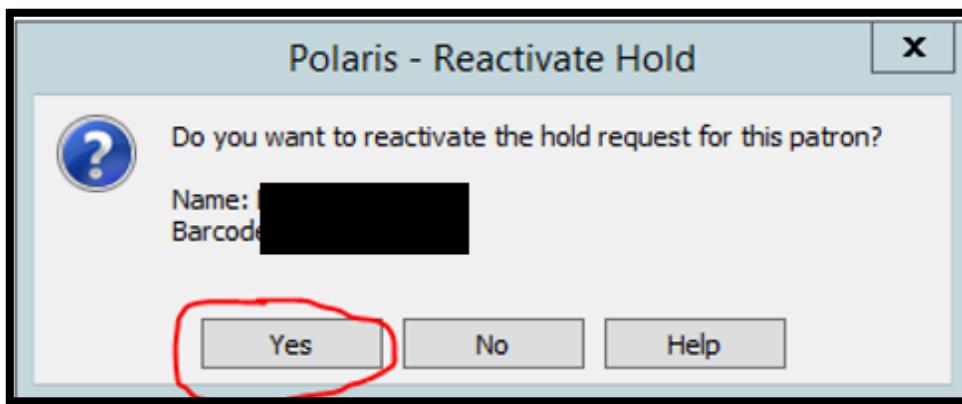
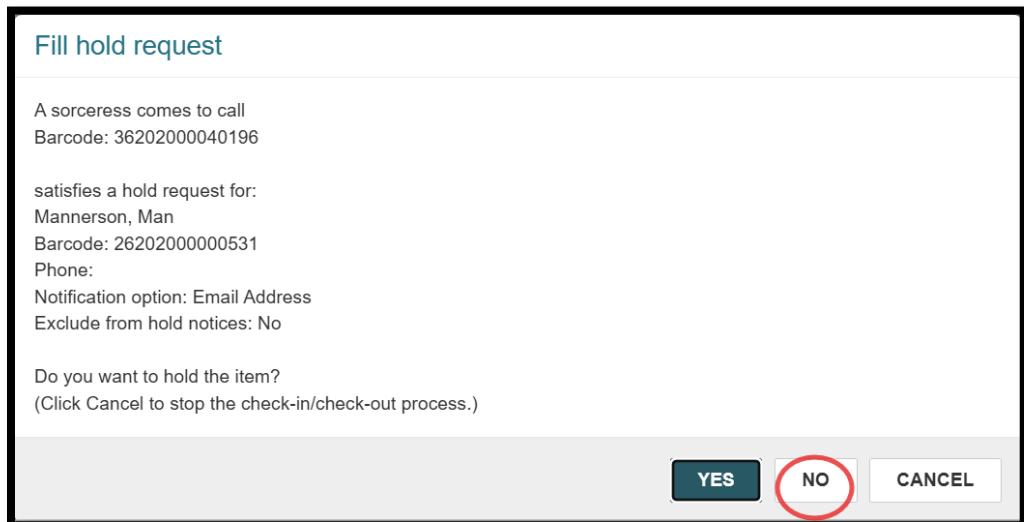


Damaged Items & Managing Holds In Polaris

Polaris Original



Polaris Leap



Minor Damage (Delivery As Usual)



Minor Damage

- Continues to circulate
- Send through delivery as normal**

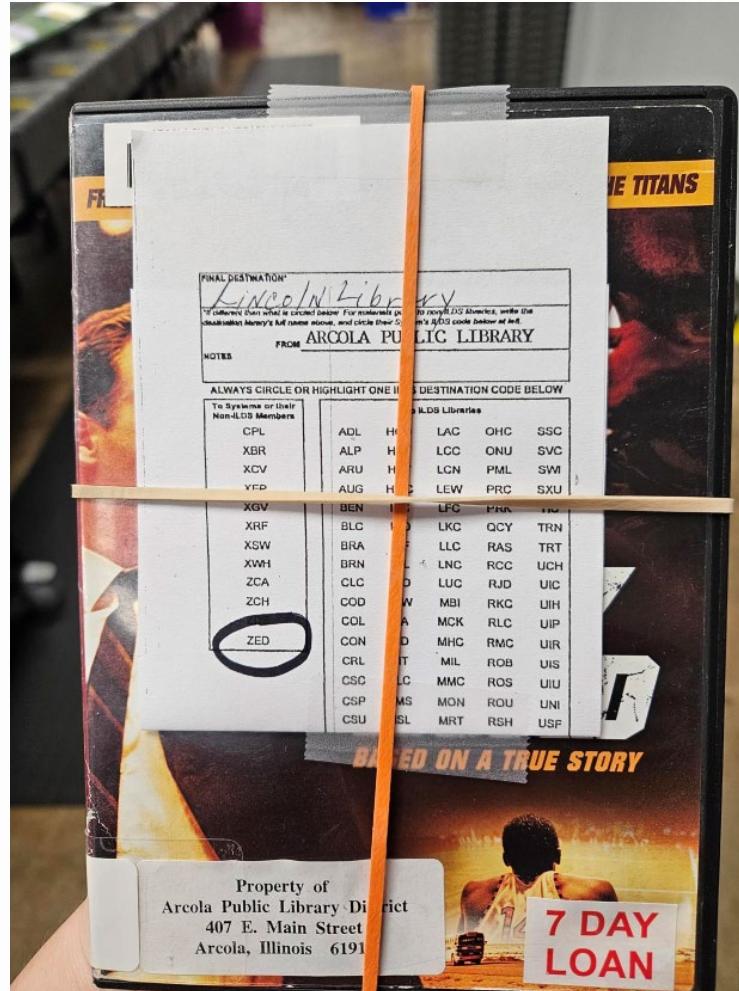
Steps To Take:

- Check if damage is already recorded
- If not, note damage with your name and date
- Sticky notes coming soon*



Sending Items That Are NOT SHARE-to-SHARE

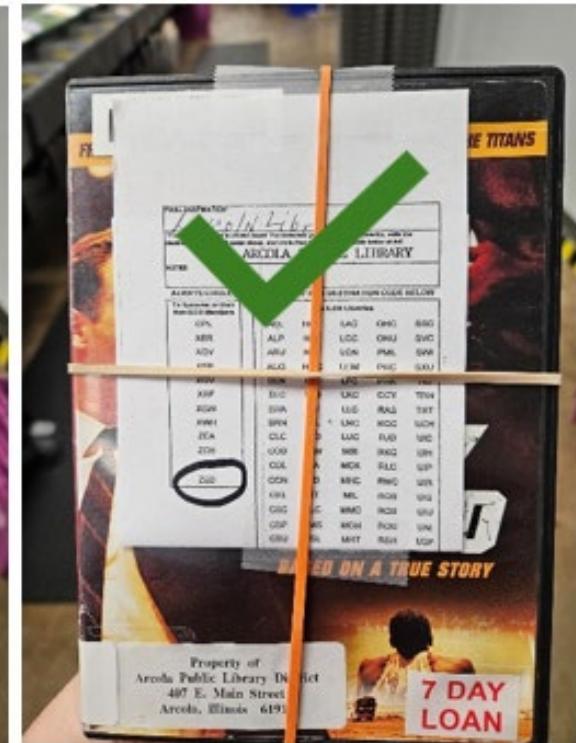
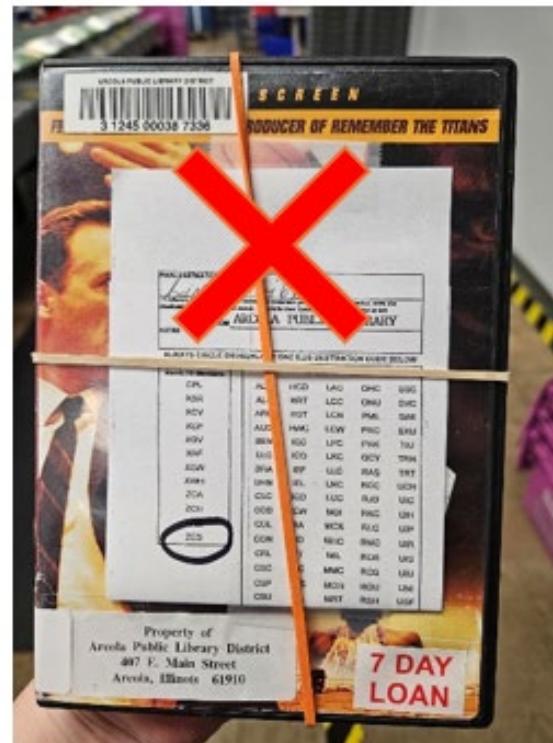
- Transit labels are still required
- Rubber bands should be used on handwritten label items



Items That Are NOT SHARE-to-SHARE

Label placement:

- Outside of the item
- For handwritten labels:
 - **Cover the barcode**
 - This signals a “no-scan” item to sorting staff



Examples — Transit Label Required?

- OCLC – Yes
- ILDS – Yes
- Standalone member – Yes
- Cataloging – Yes (don't forget to add a property stamp!)
- SHARE member to SHARE member – No
 - *Exception: damaged items*

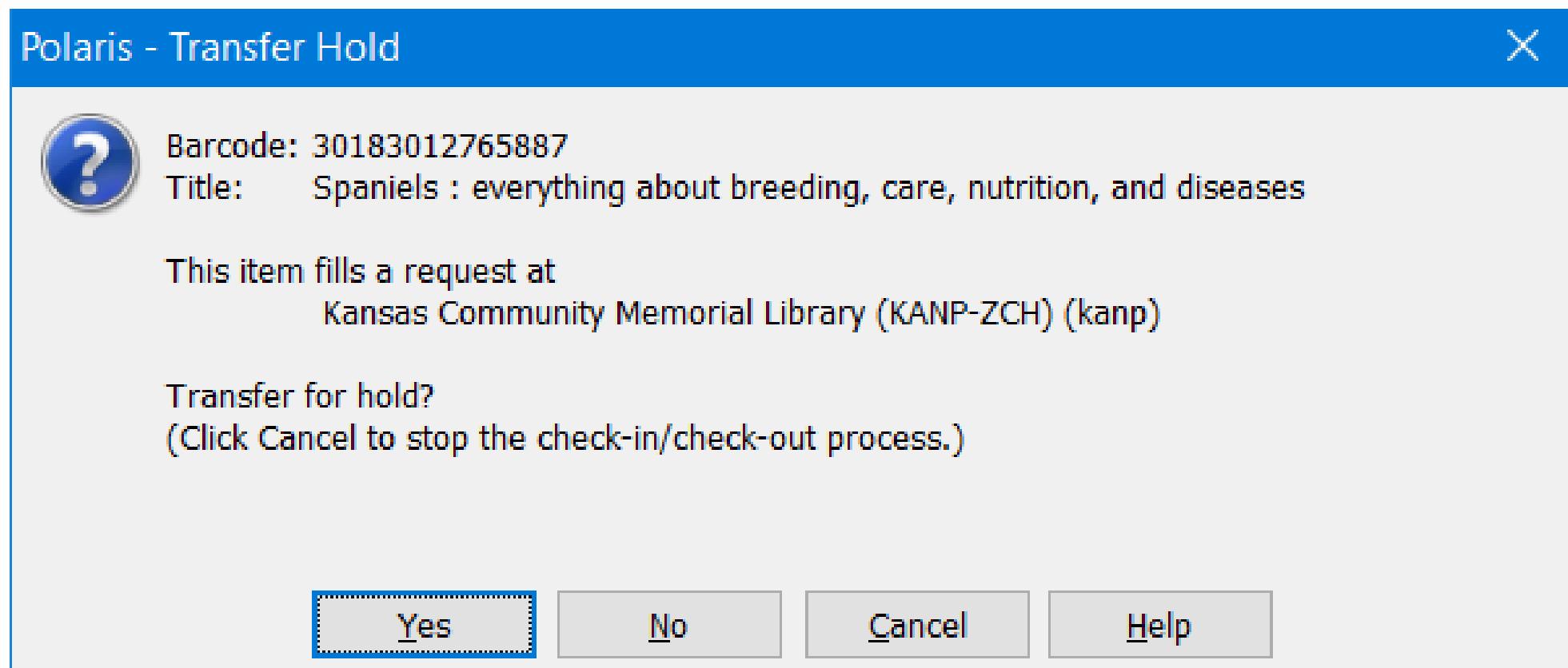


Delivery Best Practices



Will We Still Use Orange “Delivery On the Go” Bags?

Yes! You can read the destination on your screen if you do not use transit labels





Tub Packing Tip: Keep It Light



Packing Tubs the Right Way



Stack items with **barcodes facing up**



Tub limits:

Maximum: **40 lbs**

Recommended: **35 lbs**

Lighter is always better



The Fill Line

- Look for the **black line on the sticker**
- Do not exceed it





Weight Matters

- Media tubs (CDs/DVDs):
 - Can usually reach the fill line
- Large books:
 - Get heavy quickly
 - Fill **well below** the line

💪 Why This Matters

- Team members lift ~50 tubs per day
- Often lifted **four times per tub**
- Lighter tubs protect staff and keep delivery efficient

🙏 Thank you for helping keep our team safe!



What's Next



Six months evaluating this workflow

What's Next?

Decision on further
action by June 2026



Questions

Live Q&A





Thank you!

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