

# Rural Libraries Queensland

*your local library network*

## Stock Leaving Your Library

### *Sending stock to PLD or to other libraries.*

Are you

- Returning exchange stock to PLD?
- Rotating exchange stock to another library in your Council?
- Returning special collections to PLD (LOTE, AV, LITERACY)

### **SEND THIS STOCK ON PERMANENT TRANSFER**

Instructions are in Tip sheet "[Permanent transfers](#)"

Are you

- Sending an item to another library in RLQ to satisfy a reserve?
- Sending an item to another library outside RLQ to satisfy a reserve?

### **RETURN THE ITEM IN CIRCULATION & TRAP THE RESERVATION**

Instructions are in Tip sheet "[Daily report untrapped reserves/On shelf reserves](#)"

#### **SENDING AN INTER-LIBRARY LOAN**

- All public libraries outside RLQ have been set up as Users in RLQ. Return the item in Circulation to trap the reserve. Send the item to PLD. PLD will issue the loan.

All despatch instructions are listed on the Public Libraries Connect website, including postage labels for every RLQ library's delivery address.

Look for **PUBLIC LIBRARIES CONNECT > RLQ > GETTING IT THERE**  
<http://plconnect.slq.qld.gov.au/services/rural-libraries-queensland/getting-it-there>