

## **The Inter-University Transit System (IUTS)**

The Inter-University Transit System (IUTS) is operated under the authority of the Council of Ontario Universities (COU) in order to provide COU members with a means to share/or distribute library books, related materials and first-class mail in a cost-effective manner.

### **What can be shipped?**

- Library books
- Interlibrary loan materials
- AV materials
- Publications from member libraries
- First-class mail that is intended for recipients at member or affiliates facilities

### **What cannot be shipped?**

- personal mail
- hazardous materials
- packages exceeding 30 pounds

### **What are the scheduled times for shipment and receipt of IUTS deliveries?**

- Mail Services will pick up IUTS materials from campus locations and deliver to the James A. Gibson Library by the following morning
- IUTS mail will typically leave the campus after 3:00 p.m. each business day
- IUTS materials received at the James A. Gibson Library for Brock University campus locations will be placed in the Brock internal mail system for delivery by Mail Services
- Shipments between institutions will be consolidated into a single shipment for billing purposes
- Multiple shipments to the same institutional address processed at different times of the day will be consolidated

### **How long will it take for the shipment to reach its destination?**

- The IUTS is not a next-day service. Shipments may take up to 5 days to be received
- For time-sensitive materials, University departments are strongly encouraged to use Canada Post and courier services

### **What are the procedures for packaging and shipping acceptable IUTS materials?**

- Materials should be clearly marked 'IUTS'
- Materials must be placed in jiffy bags or soft pack materials, mailing tubes or first-class mail envelopes
- All materials should be securely sealed and packed with appropriate contact information clearly displayed
- Rare books, maps and fragile items must be adequately prepackaged to withstand shipment without fear of damage
- The James A. Gibson Library will process consolidated materials for shipping, create waybills and designate materials available for daily IUTS pick up

### **Where can I get more information or answers to questions?**

- Contact Mail Services (<http://www.brocku.ca/finance/faculty-and-staff/mail-services>) for further information concerning shipping materials, service choices, tracking, delivery times and related information.
- Consult the IUTS (<http://www.cou.on.ca/Related-Sites/COU-Quick-Links/IUTS.aspx>) web site for a list of IUTS and National Capital Region (NCR) affiliate locations.