

**NETWORK OF ALABAMA ACADEMIC LIBRARIES**  
**DIRECTORY OF ILL DEPARTMENTS**  
(with date record was last updated)

1

5/9/16

**AIR UNIVERSITY**

**Muir S. Fairchild Library**

Contact Person: Ann Riley Gray

Telephone Number: 334-953-7223

Fax number:

Email Address: [Ann.gray.2@us.af.mil](mailto:Ann.gray.2@us.af.mil)

OCLC symbol: AAU

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Fairchild Research Information Center

AAU-ILL

600 Chennault Circle

Maxwell AFB, Alabama 36112-6424

9/5/14

**ALABAMA A&M UNIVERSITY**

J. F. Drake Memorial Learning Resources Center

Contact Person: Diane McArthur

Telephone No: (256) 372-4715

Email Address:

[diane.mcarthur@amu.edu](mailto:diane.mcarthur@amu.edu)

Fax Number: (256) 372-4961

OCLC symbol: MWT

**UPS Shipping Address:**

Interlibrary Loan Department

MWT-ILL Library

4900 Meridian Street, Building 489

Normal, AL 35762

9/8/14

**ALABAMA DEPARTMENT OF ARCHIVES & HISTORY**

Contact Person: Patricia Wilson

Telephone No: (334) 353-4706

Email Address: [patricia.wilson@archives.alabama.gov](mailto:patricia.wilson@archives.alabama.gov)

Fax Number: (334) 240-3433

OCLC symbol: AAH

UPS Shipping Address:

Interlibrary Loans

ADAH

624 Washington Ave.

Montgomery, AL 36130-0100

NOTE: Archives loans microfilmed newspapers.

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

2

**01/09/09**

**ALABAMA PUBLIC LIBRARY SERVICE**

Contact Person: Velinda Jackson

Telephone Number: (334) 213-3900

Email Address: [vjackson@apls.state.al.us](mailto:vjackson@apls.state.al.us)

Fax Number: (334) 213-3961

OCLC symbol: (Does not lend books but sends articles by mail)

3/21/16

**ALABAMA STATE UNIVERSITY**

Levi Watkins Learning Resource Center

Contact person: Mr. Jian Zhang

Telephone No: (334) 229-5108/4749

Email address: [jzhang@alasu.edu](mailto:jzhang@alasu.edu)

OCLC symbol: AMU

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

AMU-ILL

915 South Jackson Street

Montgomery, AL 36104

**2/7/08**

**AMRIDGE UNIVERSITY**

(Formerly Regions University )

Contact Person: Mr. Terence Sheridan

Telephone No: (334) 387-7541

**Email Address:** [library@amridgeuniversity.edu](mailto:library@amridgeuniversity.edu)

**Fax:** (334) 387-3878

OCLC symbol: AAI

**UPS Shipping Address:**

Interlibrary Loan Department

AAI-ILL University Library

1200 Taylor Road

Montgomery, Alabama 36117

9/5/14

**ATHENS STATE UNIVERSITY**

Athens State University Library

Contact Person: Judy Stinnett

Telephone No: (256) 216-6654

Email Address: [judy.stinnett@athens.edu](mailto:judy.stinnett@athens.edu)

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

3

Fax Number: (256) 216-6654  
OCLC symbol: MWW

**UPS Shipping Address:**

Athens State University Library  
MWW-ILL  
300 North Beaty Street  
Athens, Alabama 35611

9/9/14

**AUBURN UNIVERSITY**

**Ralph Brown Draughon Library**

Contact Person: Pambanisha Whaley

**Document Delivery Unit Head**

**Librarian II**

Telephone No: (334) 844-1745  
Email Address: kingpam@auburn.edu  
Fax Number: (334) 844-1753

**Ariel Number: 131.204.172.38**

OCLC symbol: AAA

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department  
AAA-ILL Library  
231 Mell Street  
Auburn, Alabama 36849-5606

9/5/14

**AUBURN UNIVERSITY AT MONTGOMERY**

Auburn University Montgomery Library

Contact Person: Karen Williams or Beth Parrish

Telephone No: (334) 244-3445 / 3447

**Email Address: [interlibraryloan@aum.edu](mailto:interlibraryloan@aum.edu)**

OCLC symbol: AAM

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department  
AAM-ILL  
7440 East Drive Room 219 E  
Montgomery, Alabama 36117-3596

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

4

5/09/07

**BIRMINGHAM PUBLIC LIBRARY**

Birmingham Public Library

Contact Person: Tobin Cataldo

Telephone Number: 205.226.3727

Email Address: [tcataldo@bham.lib.al.us](mailto:tcataldo@bham.lib.al.us)

OCLC symbol: ABJ

**Fax Number: (205) 226-3731**

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ABJ-ILL Birmingham Public Library

2100 Park Place

Birmingham, Alabama 35203

5/9/07 No change

**BIRMINGHAM-SOUTHERN COLLEGE**

Birmingham-Southern College Libraries

Contact Person: Janice Poplau

Telephone No: (205) 226-4748

Email Address: [jpoplau@bsc.edu](mailto:jpoplau@bsc.edu)

Fax Number: (205) 226-4743

Ariel Number: 137.220.15.209

OCLC symbol: ABB

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loans

ABB-ILL Library

900 Arkadelphia Road

Birmingham, Alabama 35254

3/10/2009

**CONCORDIA COLLEGE - SELMA**

Ellwanger Hunt Learning Resource Center

Contact Person: Mr. J. Scott Whiting

Telephone No: (334) 874-5700 x139

Fax Number: (334) 874-5755

Email Address: [jswwhiting@concordiaselma.edu](mailto:jswwhiting@concordiaselma.edu)

OCLC symbol: none

**UPS Shipping Address:**

ILL Department

Concordia College Library

1804 Green Street

Selma, Alabama 36701

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

5

4/28/09

**FAULKNER UNIVERSITY**

Gus Nichols Library

Contact Person: Lila Broadway

Telephone No: (334) 386-7207

Email Address: [lbroadway@faulkner.edu](mailto:lbroadway@faulkner.edu)

Fax Number: (334) 386-7481

Ariel Number: 24.214.231.39

OCLC symbol: MXD

**UPS Shipping Address:**

Interlibrary Loan Department

MXD-ILL Nichols Library

5345 Atlanta Highway

Montgomery, Alabama 36109

5-16-07

**FAULKNER UNIVERSITY**

**Law Library**

Contact Person: **Mary Hodge**

Telephone No: **(334) 386-7219**

Email Address: [mhodge@faulkner.edu](mailto:mhodge@faulkner.edu)

Fax Number: (334) 386-7223

OCLC symbol: AJS

**UPS Shipping Address:**

Interlibrary Loan Department

AJS-ILL Law Library

5345 Atlanta Highway

Montgomery, Alabama 36109-3398

9/5/14

**HUNTINGDON COLLEGE**

Houghton Memorial Library

Contact Person: Ms. Nordis Smith

Telephone No: (334) 833-4537

Fax Number: (334) 263-4465

Email Address: [nosmith@huntingdon.edu](mailto:nosmith@huntingdon.edu)

OCLC symbol: HU9

**UPS Shipping Address:**

Interlibrary Loan Department

HU9-ILL

1500 East Fairview Avenue

Montgomery, Alabama 36106-2148

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

6

9/5/14

**JACKSONVILLE STATE UNIVERSITY**

Houston Cole Library

Contact Person: Debra Deering-Barrett

Telephone No: (256) 782-5243

Email Address: [deering@jsu.edu](mailto:deering@jsu.edu)

Fax Number: (256)782-5872

OCLC symbol: AJB

**UPS Shipping Address:**

Houston Cole Library  
Jacksonville State University  
700 Pelham Road N  
Jacksonville, AL 36265-1602

5/11/07 No change

**JUDSON COLLEGE**

Bowling Library

Contact Person: Dr. George Washburn

Telephone No: 334-683-5281

Fax Number: (334) 683-5188

Email Address: [gwashburn@judson.edu](mailto:gwashburn@judson.edu)

OCLC symbol: MYV

**UPS Shipping Address:**

Bowling Library  
MYV-ILL Judson Library  
306 East DeKalb Street  
Marion, Alabama 36756

2May2008

**MARINE ENVIRONMENTAL SCIENCES CONSORTIUM**

Dauphin Island Sea Lab

Contact Person: Dennis Patronas

Telephone Number: (251) 861-2141 x7517

Email Address: [dpatronas@disl.org](mailto:dpatronas@disl.org)

Fax Number: (251) 861-4646

ARIEL ADDRESS: 216.109.15.243

OCLC symbol: MXF

**UPS Shipping Address:**

Interlibrary Loan Department  
MXF-ILL Sea Lab  
101 Bienville Blvd  
Dauphin Island, Alabama 36528

**NETWORK OF ALABAMA ACADEMIC LIBRARIES**  
**DIRECTORY OF ILL DEPARTMENTS**  
(with date record was last updated)

7

05/16/07

**MILES COLLEGE**

Kirkendoll Learning Resource Center

Contact Person: Dr. Geraldine Bell

Telephone No: (205) 929-1715

Fax Number: (205) 929-1635

Email Address: [gbell@miles.edu](mailto:gbell@miles.edu)

OCLC symbol: MLC

**UPS Shipping Address:**

Kirkendoll Learning Resource Center

MLC-ILL

5500 Myron Massey Blvd.

Fairfield, Alabama 35064

12/12/07

**OAKWOOD UNIVERSITY**

Eva B. Dykes Library

Contact Person: Elizabeth Mosby

Telephone Number: (256) 726-7248

Fax Number: (256) 726-7538

Email Address: [emosby@oakwood.edu](mailto:emosby@oakwood.edu)

OCLC symbol: OAK

**UPS Shipping Address:**

Interlibrary Loan Department

OAK-ILL Eva Dykes Library

7000 Adventist Boulevard, NW

Huntsville, Alabama 35896

9/5/14

**Redstone Scientific Information Center**

Contact Person: Anne Foreman

Telephone Number: 256-842-1268

Fax Number: (256)842-8453

Email Address: [anne.p.foreman.civ@mail.mil](mailto:anne.p.foreman.civ@mail.mil)

OCLC symbol: MWF

**UPS Shipping Address:**

Redstone Scientific Information Center

ATTN: RDMR-CSN (Interlibrary Loan)

Building 4484

Redstone Arsenal, AL 35898-5000

**NETWORK OF ALABAMA ACADEMIC LIBRARIES**  
**DIRECTORY OF ILL DEPARTMENTS**  
(with date record was last updated)

8

12/23/14

**SAMFORD UNIVERSITY**

Samford University Library

Contact Person: Erica Calvert

Telephone No: (205) 726-2983

Email Address: [davisill@samford.edu](mailto:davisill@samford.edu)

Fax Number: (205) 726-2642

Ariel Number: 199.20.18.121

OCLC symbol: ABF

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ABF-ILL University Library

800 Lakeshore Drive

Birmingham, AL 35229-7008

6/12/07

**SPRING HILL COLLEGE**

Burke Memorial Library

Contact Person: **Richard Weaver**

Telephone No: (251) 380-3873

Email Address: [rweaver@shc.edu](mailto:rweaver@shc.edu)

Fax Number: (251) 460-2179

Ariel Number: 70.158.1.208

OCLC symbol: ASH

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ASH-ILL Burke Library

4000 Dauphin Street

Mobile, AL 36608



NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

9

6/12/07

**STILLMAN COLLEGE**

William H. Sheppard Library

Contact Person: Mr. Robert Heath or Evelyn King

Telephone No: (205) 366-8850 / 8851

Fax number: (205) 247-8042

Email Address: [rheath@stillman.edu](mailto:rheath@stillman.edu) or [eking@stillman.edu](mailto:eking@stillman.edu)

OCLC symbol: SCM

**UPS Shipping Address:**

Interlibrary Loan Department

SCM-ILL Library

3600 Stillman Boulevard

Tuscaloosa, Alabama 35403

5/11/07

**SUPREME COURT LIBRARY**

Supreme Court Library

Contact Person: Susan Wilkinson

Telephone Number: (334) 242-4347

**Fax Number: (334) 242-4484**

Email Address: [susan@alalinc.net](mailto:susan@alalinc.net)

OCLC symbol: ALS

**UPS Shipping Address:**

Interlibrary Loan Department

ALS-ILL State Law Library

300 Dexter Avenue

Montgomery, Alabama 36104

02/27/17

**TALLADEGA COLLEGE**

Savery Library

Contact Person: Eugenia N. McAllister

Telephone No: (256) 761-6377

Email Address: [emcallister@Talladega.edu](mailto:emcallister@Talladega.edu)

OCLC symbol: TAL UPS Shipping Address:

**UPS Shipping Address:**

Interlibrary Loan Department

TAL-ILL Savery Library

627 West Battle Street

Talladega, Alabama 35160

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

10

5/11/07 No change

**TROY UNIVERSITY – TROY CAMPUS**

Contact Person: Belinda Edwards

Telephone No: (334) 670-3256

Email Address: [bedwards@troy.edu](mailto:bedwards@troy.edu)

Fax Number: (334) 670-3955

Ariel Number: 192.245.165.248

OCLC symbol: ADA

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ADA-ILL Troy Library

Wallace Hall

Troy, AL 36082

2/6/08

**TROY UNIVERSITY DOTHAN CAMPUS**

Contact Person: Mary Butler-Mccruter

Telephone No: (334) 983-6556 Ext 323/331

Email Address: [mmccruter@troy.edu](mailto:mmccruter@troy.edu)

Fax Number: (334) 983-6327

Ariel Number: **64.91.43.254**

OCLC symbol: ATB

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ATB-ILL University Library

502 University Drive

Dothan, AL 36303

9/5/14

**TROY UNIVERSITY**

Rosa Parks Library

Contact Person: Adrienne Knight

Telephone No: (334) 241-9584

Email Address: [aknight138053@troy.edu](mailto:aknight138053@troy.edu)

Fax Number: (334) 241-9590

OCLC symbol: AD@

**UPS Shipping Address:**

Interlibrary Loan Department AD@-ILL

Troy University

Rosa Parks Library

252 Montgomery Street

Montgomery, AL 36104

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

11

9/5/14

**TUSKEGEE UNIVERSITY**

Ford Motor Company Library  
Hollis Burke Frissell Building  
Contact Person: Rose Frazier  
Telephone No: (334) 727-8895  
Email Address  
[rfrazier@mytu.tuskegee.edu](mailto:rfrazier@mytu.tuskegee.edu)  
Fax Number: (334) 727-9282  
Ariel Number: 205.29.65.71  
OCLC symbol: TUS

**UPS Shipping Address:**

Interlibrary Loan Department  
TUS-ILL University Library  
Ford Motor Company Library  
Tuskegee, AL 36088

9/5/14

**UNITED STATES SPORTS ACADEMY**

Contact Person: Robert Hudson  
Telephone No: (251) 626-3303  
Email Address: [library@ussa.edu](mailto:library@ussa.edu)  
Fax Number: (251) 626-1149  
Prefer: Article Exchange, email or fax  
OCLC symbol: AUF

**UPS Shipping Address:**

Interlibrary Loan Department  
AUF-ILL – Sports Academy  
One Academy Drive  
Daphne, AL 36526

9/5/14

**UNIVERSITY OF ALABAMA**

Contact Person: **Cornelia Davis**  
Telephone No: (205) 348-3417  
Email Address: [cdavis@ua.edu](mailto:cdavis@ua.edu); [illstaff@ua.edu](mailto:illstaff@ua.edu)  
Fax Number: (205) 348-9564  
Odyssey Number: 206.107.44.160  
OCLC Article Exchange  
OCLC symbol: ALM  
**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department  
ALM-ILL Rm 208 Gorgas Library  
711 Capstone Drive

**NETWORK OF ALABAMA ACADEMIC LIBRARIES**  
**DIRECTORY OF ILL DEPARTMENTS**  
(with date record was last updated)

12

Tuscaloosa, AL 35487-0266

5/16/07

**UNIVERSITY OF ALABAMA**  
**Health Sciences Library**

Contact Person: Sharon Glenn  
Telephone No: (205) 348-1367  
Email Address: [sglenn@cchs.ua.edu](mailto:sglenn@cchs.ua.edu)  
Fax Number: (205) 348-9563  
Ariel Address: 130.160.242.59  
OCLC symbol: ALE

**UPS Shipping Address:**

Interlibrary Loan Department  
ALE-ILL Health Sciences Library  
850 5<sup>th</sup> Avenue East, **D101 UM Ctr.**  
Tuscaloosa, Alabama 35401

5/16/07

**UNIVERSITY OF ALABAMA**  
**Bounds Law Library**

Contact Person: Mrs. Penny Gibson  
Telephone No: (205) 348-**5926**  
Email Address: [pgibson@law.ua.edu](mailto:pgibson@law.ua.edu)  
Fax Number: (205) 348-1112  
Ariel Number: 130.160.234.80  
OCLC symbol: AUL

**UPS Shipping Address:**

Interlibrary Loan Department  
AUL-ILL Law Library Rm 214  
101 Paul Bryant Drive  
Tuscaloosa, AL 35487-0383

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

13

09/02/08

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Mervyn H. Sterne Library**

Contact Person: Eddie H. Luster

Telephone No: (205) 934-6364

Email Address: [eluster@uab.edu](mailto:eluster@uab.edu)

Fax Number: (205) 975-6230

Ariel Number: 138.26.16.89

OCLC symbol: ABC

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department  
ABC-ILL Sterne Library Ste 135  
917 13<sup>th</sup> Street **South**  
Birmingham, AL **35205**

05/16/07 No Change

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Lister Hill Library for the Health Sciences**

Contact Person: Gregory Tarrant

Telephone No: (205) 934-0532

Email Address: [gtarrant@uab.edu](mailto:gtarrant@uab.edu)

Fax Number: (205) 975-6498

Ariel Address: 138.26.152.57

OCLC symbol: ABH

**UPS Shipping Address:**

Interlibrary Loan Department  
ABH-ILL Lister Hill Library G31-B  
1700 University Boulevard  
Birmingham, AL 35294-0013

9/5/14

**University of Alabama in Huntsville**

**M. Louis Salmon Library**

Contact Person: Charlotte Olson

Telephone No: (256) 824-6522

Email Address: [olsoncc@uah.edu](mailto:olsoncc@uah.edu)

Fax Number: (256) 824-6862

Ariel Number: no longer used

OCLC symbol: MWR

UPS Daily Pick-up Site

NETWORK OF ALABAMA ACADEMIC LIBRARIES  
DIRECTORY OF ILL DEPARTMENTS  
(with date record was last updated)

14

**UPS Shipping Address:**

Interlibrary Loan Department  
M. Louis Salmon Library - MWR  
University of Alabama in Huntsville  
301 Sparkman Drive NW  
Huntsville, AL 35899

6/13/07

**UNIVERSITY OF MOBILE**

University of Mobile  
Contact Person: **Chuck Hodgin**  
Telephone No: (251) 442-2244  
Email Address: [chodgin@mail.umobile.edu](mailto:chodgin@mail.umobile.edu)  
Fax Number: (251) 442-2515  
Ariel Number: 205.167.126.34  
OCLC symbol: MBG

**UPS Shipping Address:**

Interlibrary Loan Department  
MBG-ILL Library  
5735 College Parkway  
Mobile, AL 36613

9/5/14

**UNIVERSITY OF MONTEVALLO**

Carmichael Library  
Contact Person: Matrika Beauchamp  
Telephone No: (205) 665-6103  
Email Address: [mbeauch@montevallo.edu](mailto:mbeauch@montevallo.edu)

**UPS Shipping Address:**

Interlibrary Loans  
AMN-ILL  
Station 6100  
Montevallo, Alabama 35115

4/28/16

**UNIVERSITY OF NORTH ALABAMA**

Collier Library  
**1<sup>st</sup> contact: Hunter Tinsley**  
**Telephone No: (256)765-4308**  
**Email Address: [ill@una.edu](mailto:ill@una.edu)**  
2<sup>nd</sup> Contact Person: Celia Reynolds  
Telephone No: (256) 765-4625  
Email Address: [crreynolds@una.edu](mailto:crreynolds@una.edu)  
Fax Number: N/A  
Ariel Number: N/A

OCLC symbol: ANO

**UPS Daily Pick-up Site**

**UPS Shipping Address** [Updated on 27 April 2016]

ANO - Collier Library – ILL Dept.

University of North Alabama

625 Cramer Way

Florence, AL 35632

9/5/14

**UNIVERSITY OF SOUTH ALABAMA**

Marx Library

Contact Person: Debbie Cobb / Kathy Wheeler

Telephone No: (251) 460-7034

Email Address: [libref@southalabama.edu](mailto:libref@southalabama.edu)

[dcobb@southalabama.edu](mailto:dcobb@southalabama.edu)

Fax Number: (251) 460-7636

Odyssey Number: [206.107.42.70/ACM](https://206.107.42.70/ACM)

Article Exchange: [libref@southalabama.edu](mailto:libref@southalabama.edu)

OCLC symbol: ACM

**UPS Daily Pick-up Site**

**UPS Shipping Address:**

Interlibrary Loan Department

ACM-ILL Marx Library -- 253 LB

5901 USA Dr. N

Mobile, AL. 36688-0002

05/17/07

**UNIVERSITY OF SOUTH ALABAMA**

**Charles M. Baugh Biomedical Library**

Contact Person: **Justin Robertson**

Telephone No: (251) 460-7850

Email Address: [jroberts@bbl.usouthal.edu](mailto:jroberts@bbl.usouthal.edu)

Fax Number: (251) 460-7638

Ariel Number: 207.157.115.40

OCLC symbol: ACB

**UPS Shipping Address:**

Interlibrary Loan Department

ACB-ILL Biomedical Library BLB 216

307 N. University Blvd

Mobile, Alabama 36688-0002

**NETWORK OF ALABAMA ACADEMIC LIBRARIES**  
**DIRECTORY OF ILL DEPARTMENTS**  
(with date record was last updated)

16

9/5/14

**UNIVERSITY OF WEST ALABAMA**

Julia Tutwiler Library

Contact Person: Anna Bedsole

Telephone No: (205) 652-3842

Email Address:

[abedsole@uwa.edu](mailto:abedsole@uwa.edu)

Fax Number: (205) 652-5530

Ariel Number: 199.88.23.20 NO LONGER USING ARIEL

OCLC symbol: ALT

**UPS Shipping Address:**

Interlibrary Loan Department

ALT-ILL Tutwiler Library

1 Bibb Graves

Livingston, AL 35470



**TO: INTERLIBRARY DEPARTMENTS**

**RE: UPS SHIPPING ADDRESSES**

Based on the continuing UPS invoice corrections - -I have tried to edit your shipping addresses to four lines—this is all that shows on the UPS invoices – and may be all that you’re allowed to enter.

**Please** –the MOST IMPORTANT element for UPS is the street address. They use GPS and are not familiar with the names of buildings or individuals.

A couple of sites have not provided street addresses (e.g. Troy – main campus, Tuskegee) and so far, UPS has not charged for an address correction. UPS DOES charge if you use Drive instead of Street (or vice versa) North instead of South (UAB Sterne Library) or leave off the address entirely (UA Gorgas library)

If you want an example of a format that CONSISTENTLY works, look at your own address on packages from the UAB Sterne Library. I have never had ONE error correction from UPS for this library. The ILL department uses the format:

Interlibrary Loan Department  
OCLC symbol – ILL  
Street Address  
City, State Zip Code

Works every time.....