

Packing and Labeling Requirements

Please use the following guidelines when preparing materials for delivery.

1. Clearly label all materials with the destination using the appropriate 3- or 4- letter code.
2. Have all slips in the materials facing the same direction
3. Place items flat in the bins. Placing items in the bins vertically causes stress on the books and bindings to break.
4. Fill the bin leaving space at the top so that the bin may be properly closed.
5. When sending items to CDLC, MVLS, or SALS, please just use the library code. You do NOT have to put the system abbreviation on the slip.
6. When sending items to a local school, please use the code for the school library system first, then the name of the school.