**STATEWIDE DELIVERY UPDATE**

Beginning July 1, 2021 STAT Courier will be the delivery service for all libraries that participate in the statewide delivery service.

Following the following material handling and shipping guidelines will enable a faster transition of items between libraries with less damage and loss of materials.

Stat Courier

**STAT Courier will provide libraries with plastic totes.**

**All canvas bags are to be placed inside the totes.**

**Totes will be stacked in delivery vehicles and returned to hubs for sorting.**

**Material Handling Reminders**

**PLEASE TREAT ALL MATERIALS WITH RESPECT!**

Notes for staff

Use only removable post-it notes when alerting staff of special instructions on items.

Rubber bands

Use properly sized rubber bands.

**Do not roll up items with rubber bands that are too tight!**

Use rubber bands when securing padded mailers.

DVDs, CDs and Books on CDs/Tapes

To help reduce the risk of losing materials, **always open DVD, CD and Book on CD/Tape cases** check the number of items that are expected to be included.

Condition of Materials

Always check the condition of items before sending them out to fill holds. No one wants to read books with stains or pages missing or try to watch a DVD that’s cracked or has scratches.

Missing Material

If a case is missing material, contact the library where the item was previously

checked out.

**PLEASE DO NOT USE**

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| **PLEASE DO NOT USE CARDBOARD BOXES** | **PLEASE DO NOT USE**  **TAPE** | **PLEASE DO NOT USE**  **STAPLES** |

**Please email Jamie Pardee at State Library of Ohio, jpardee@library.ohio.gov with any questions.**