

Moving Materials Responsibly

Please treat **ALL** materials with respect. Use suitable containers when sending items in delivery.

Use removable tape (not adhesive) or post-it notes. Use the proper size rubber bands and use them sparingly. Use bubble wrap or cardboard containers to protect DVD's, CD's, audio books, etc.

Use rubber bands or no more than 2-3 staples per padded mailer. Use a slip knot when tying canvas bags. Use the zip-loc heavy duty bubble bag, that is labeled for die cuts, when returning single die cuts.

Suitable Containers for Shipping



Drawstring Canvas Bag



Zipper Bag



Sturdy Cardboard Box

Place these materials inside Shipping Containers



Padded Mailers

Bubble Bags or
Bubble Wrap



DVD & CD Mailers



To help reduce the risk of losing materials, **always open DVD, CD and Book on CD/Tape cases** and check the number of items that are expected to be included. Remember that the previous borrower ID is located on an item record for 3 days following check in. If a case is missing material, contact the library where the item was previously checked out. 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.

PLEASE DO NOT

FOLD-ITEMS SHOULD NEVER BE FOLDED TO FIT INTO A CONTAINER

ROLL-ITEMS SHOULD NEVER BE ROLLED TO FIT INTO A CONTAINER OR AROUND OTHER MATERIALS

THROW-ITEMS SHOULD NEVER BE THROWN INTO A CANVAS BAG OR CONTAINER