

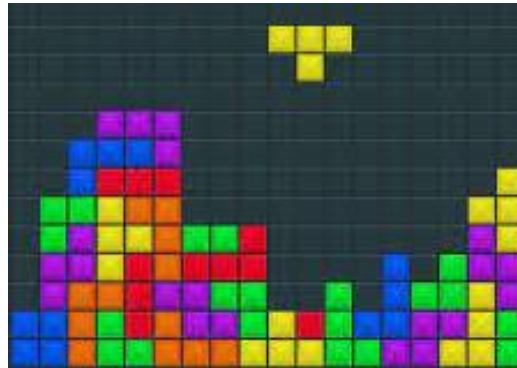
PLS Bin Packing Procedures

To ensure the safest transportation of material (for the courier and the items) please follow the following guidelines:

1. Upon arrival, remove all paper labels (shipping waybills {with barcodes} and shipping location slips)



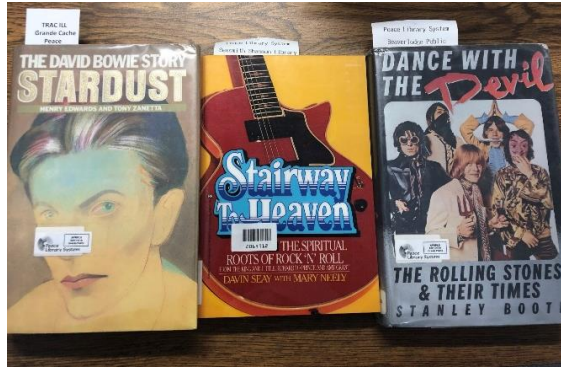
2. Packing bins is a bit like playing Tetris....



Some re-organization is required in order to fill the bin so the material does not move around.

3. Things to consider when packing a Bin:
 - a. Place large items on the bottom of the bin.
 - b. Place spine to spine OR spine to edge if possible – **no edge to edge.**
 - c. Leave a couple inches at the top of the bin (all PLS bins are marked with a max fill line. DO NOT FILL PAST THIS MARK) ****This is a health and safety standard**.**

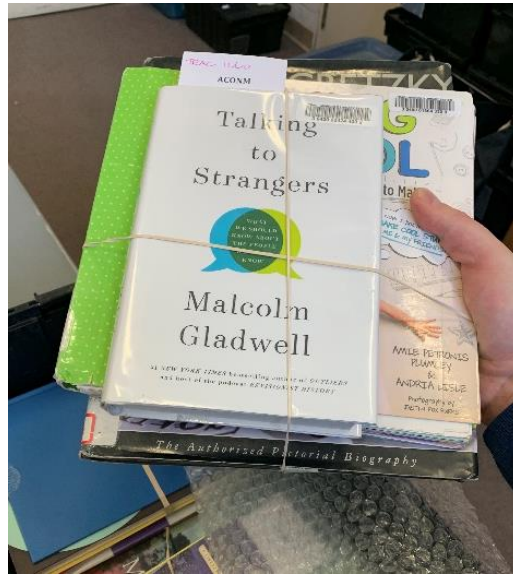
- d. Each item should have an 'In Transit' slip or 'library flag' tucked inside/attached to the cover (if printed on sticky paper).
 - i. The tag **MUST BE VISIBLE** (Do not tuck these identifying papers into the items).



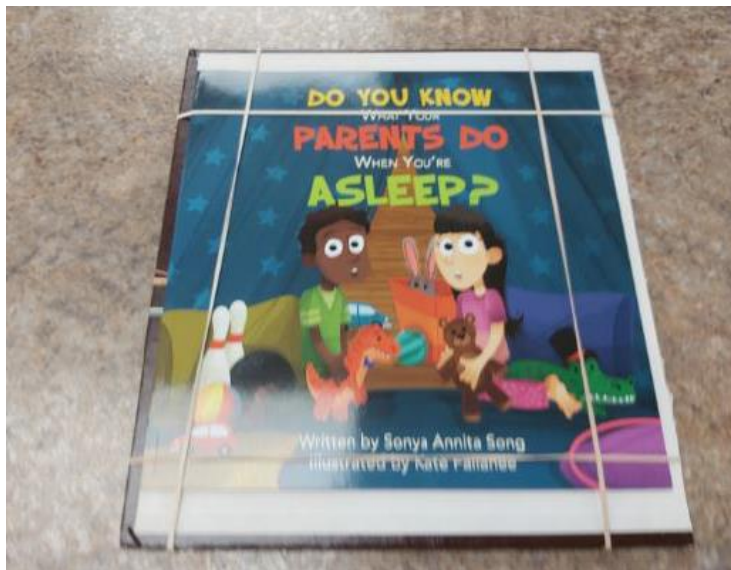
- e. **All fragile AV items on top in the bin** – not under any books. (If you have cardboard DVD protectors, you may use them, but it is not required.)



- f. Please do not group items together with rubber bands.
 - i. Rubber banding makes for difficult packing, and slows down sorting and repacking at HQ as each bundle must be taken apart to re-pack into a bin.
 - ii. These bundles will also take up more space in the bin, and therefore more bins are needed.
 - iii. The bundles also do not travel well as the pressure/weight of material will bend book covers and crush AV cases.



- g. Oversized or fragile books can be packed using appropriate-sized cardboard or other rigid material (in which case, IF the cardboard is larger than the book, elastic may be used).



- h. Please do not tape anything to the items.

i. **If sending via courier** {Loomis/Reilley}:

- i. Use packing materials (paper, bubble wrap, old double window canvas bags) to fill the top and along the sides of the bin to keep materials from shifting.
- ii. Secure the lids with zip ties.

