

PLS Packing Guidelines for Bagless Shipping

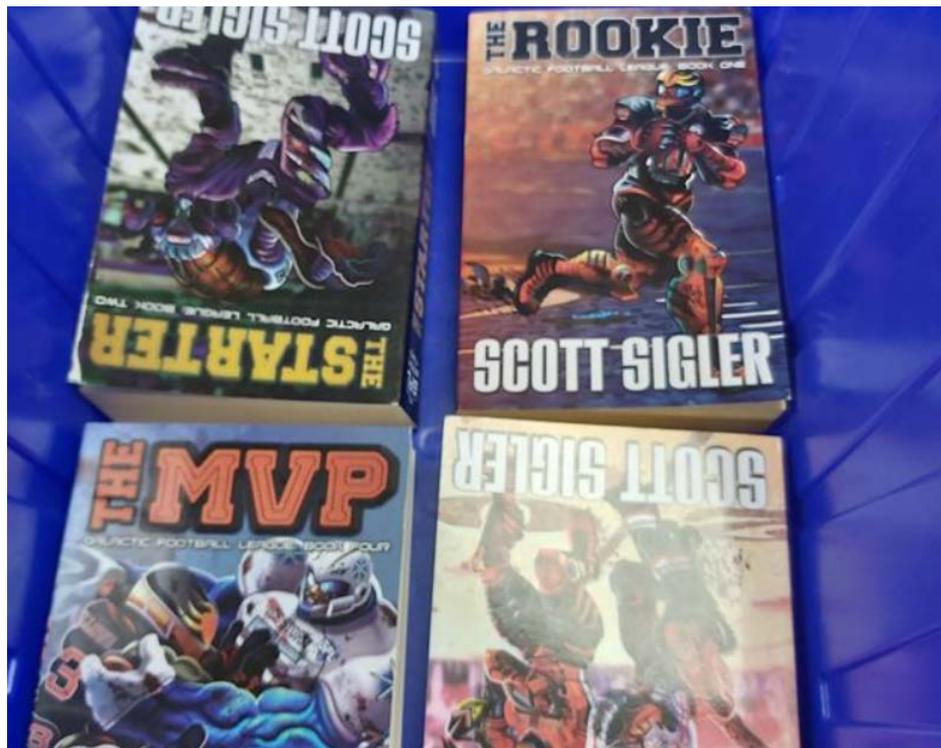
TRAC has formed an ad hoc delivery committee to review delivery services and packaging across all four systems. One of the recommendations that came out of the committee was to move to bagless shipping. Other systems have already moved in this direction, and PLS will be making the same changes.

There are reasons to move to a delivery system without bags:

- Reduce staff time packing and unpacking
- Reduce vehicle bin volumes -- which in turn reduces number of bins, an estimated reduction of 25-50%
- Reduce damage -- bins are more secure than bags, less bending of covers/corners
- Eliminate extra labeling
- Health and safety – bags contain allergens, and potential to spread bed bugs
- Less storing of bags -- reduction of costs to supply, repair, and space needed

Best Practices:

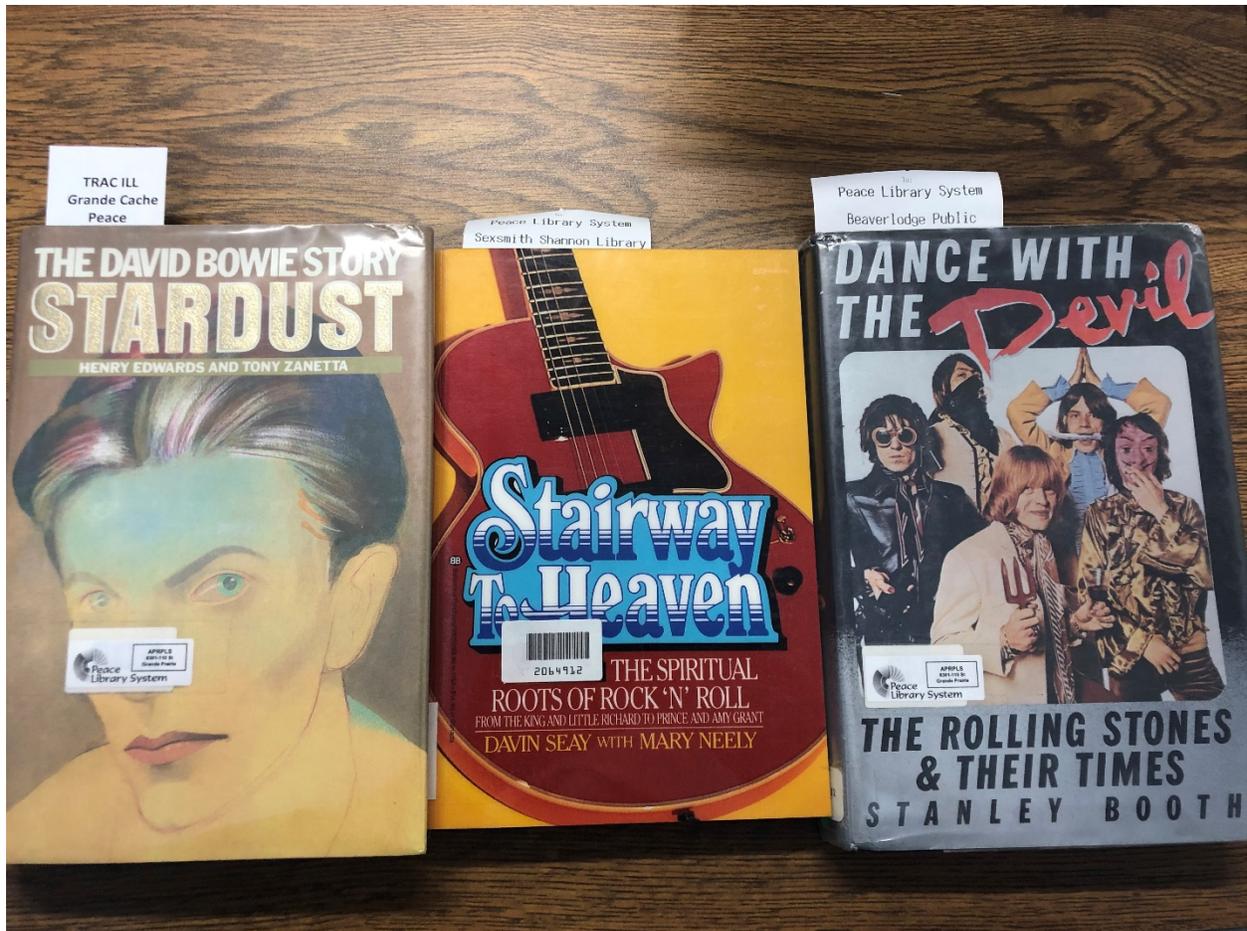
- Place large items on the bottom of the bin.
- Place spine to spine – no edge to edge; avoid spine to edge if possible.



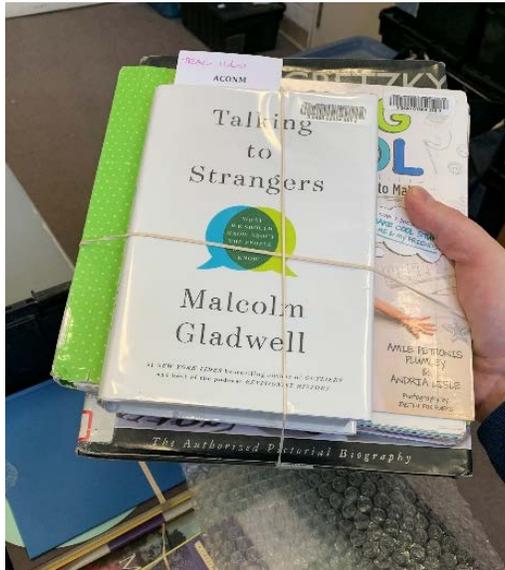
Top row – Spine to spine = good

Bottom row – Edge to Edge = bad

- All fragile AV items on top of the bin – not under any books. If you have cardboard DVD protectors, you may use them, but it is not required.
- Leave a couple inches at the top of the bin. Don't fill all the way to the top.
- Use packing materials (paper, bubble wrap, old blue bags) to fill the top and along the sides of the bin to keep materials from shifting.
- Each item should have an In Transit slip or library flag tucked inside and visible. Please do not tape anything to the items.



- Please do not group items together with rubber bands.
 - Rubber banding makes for difficult packing, and slows down sorting and repacking at HQ.
 - Each bundle must be taken apart to re-pack into a bin.
 - These bundles will also take up more space in the bin, and therefore more bins are needed.
 - The bundles also do not travel well.



- Oversized or fragile books can be packed using appropriate-sized cardboard or other rigid material.

