

**LAKELAND LIBRARY COOPERATIVE**  
**DELIVERY PROCEDURES**  
**JULY 2024**

**Sending Books and Packages – How to Identify a Single Book or Package**

- Use a pink transfer slip or a receipt printer slip for each outgoing Interlibrary Loan item.
- It is not necessary to use a transfer slip for items that are being returned to the lending library, as long as the item has a legible Delivery Dot attached to it.
- If the delivery dot is illegible or if there is not a delivery dot on the item, use a transfer slip or receipt printer slip for each returning book, box, magazine, package, etc.
- Cross out any previous routing information.
- Print the 2-letter agency code in large and legible letters.
- Insert the slip firmly in the middle of the book, close to the spine, with the 2-letter code sticking out the top, facing the back of the book. You may put a rubber band around a book if it is in poor condition or to hold the routing slip in the book.
- For Cataloging items going to LLC, print LL on the transfer slip.
- For boxes or packages, tape the transfer slip securely to the outside of the box or package.
- Use a separate slip for each item. **DO NOT rubber band several items together with just a single routing slip.**

**Sending AV Materials – Put in Gray Bin or Blue Bin (if you only receive a Blue Bin)**

- Use a pink transfer slip or a receipt printer slip for each outgoing Interlibrary Loan AV Item.
- It is not necessary to use a transfer slip for items that are being returned to the lending library, as long as the item has a legible Delivery Dot attached to it.
- If the delivery dot is illegible or if there is not a delivery dot on the item, use a transfer slip or a receipt printer slip for each returning AV Item.
- Cross out any previous routing information.
- Print the 2-letter agency code in large and legible letters.
- Securely place the transfer slip in the item or wrap it around the item and secure it with a rubber band.
- Place the AV Item in the designated blue or gray bin. When placing an AV Item in the bin, lay the item flat in the bin.

**Paperwork, Request Forms, Memos, etc. – Put in the Blue Bin**

- Paperwork going to another library—Insert the paperwork in an envelope and mark the envelope with the library's 2-letter code (cross out any previous routings). Place the paperwork in the Blue Bin.
- Paperwork going to LLC—Insert the paperwork in an envelope and mark the envelope with LLC (cross out any previous routings). Place the paperwork in the Blue Bin.

## **Delivery Bags – What Goes in a Bag – How to Label a Bag**

- Books being returned to LLC should be properly packed in the green delivery bags. Print LL on the tag that is attached to the bag.
- If there are enough books (i.e., half a bag or more) that are going to a specific library, you can use a separate delivery bag(s). Mark the tag with the library's 2-letter agency code.
- If there are enough books (i.e., half a bag or more) that are going to a library that is positioned after you on the daily delivery route, these items can be placed in a separate bag. Mark the tag with the library's 2-letter agency code. If there are only a couple of items going to a library that is located after your library on the daily delivery route, these items can be placed in the Blue Bin. The driver will separate and deliver these items accordingly.
- Lakeland sorts for and delivers to LLC Member Libraries and KDL sorts for and delivers to KDL Branches. To prevent redundancy, LLC and KU books should not be mixed in the same bag.
- If there are enough books (i.e., half a bag or more) that are going to a KDL Library, place these books in a separate delivery bag(s). Print KU on the tag that is attached to the bag. If there are only a couple of items going to a KDL Library, place these items in the Blue Bin.
- Lakeland delivery staff will replenish the tag stacks to Lakeland bags as needed.

## **Delivery Bags - General Instructions on How to Pack a Delivery Bag**

- The primary method of transporting books is by packing them in green delivery bags.
- The best way to prevent a book from being damaged from normal delivery wear and tear and from the weather (primarily water) is to properly fill and to tightly tie the bag.
- Instead of over-packing a delivery bag it is ok to put a few books or oversized books in the Blue Bin as long as the bin is not overfilled, and the lids close properly.
- Packing the books spine to spine can prevent the books from being damaged.
- **DO NOT** put books on the sides of the bag. They must be laid flat. If a book cannot be laid flat in a bag because it is too large, the book can be put in the Blue Bin.
- In addition to being carried, sometimes the bags are placed on carts and eventually stacked on top of one another when being transported. A bag can be stabilized by placing a larger flat book (8 ½ by 11) on the top of all the other books. This larger book protects the books that are underneath it and prevents smaller paperback books from being scrunched up while tying the bags.
- Be sure to properly label the bag by printing the destination library's 2-letter code on the tag that is attached to the bag.
- If you have a larger item that is securely packed in a cardboard box and properly labeled, it is not necessary to put it in a bag.
- Avoid packing books in paper bags, plastic bags, grocery bags or boxes.
- Let your driver know if you need bags. A note requesting additional bags can always be left for the driver where delivery is picked up.

**LAKELAND LIBRARY COOPERATIVE  
GUIDELINES FOR PREPARING OUTGOING DELIVERY**

Outgoing delivery normally consists of **Books, MeL Items and AV Materials**. **Books** are generally packed in **Green Delivery Bags**. Depending on the number of items, **MeL Items** can be packed in either **Green Bags (> 10 items)** or **Blue Bins (< 10 items)**. If your library uses a **Gray Bin** and a **Blue Bin**, **AV Materials** should be placed in the **Gray Bin**. If your library only uses a **Blue Bin**, **AV Materials** should be placed in the **Blue Bin**.

Item	Method of Transport
<b>Books</b>	<p style="text-align: center;"><b>Green Delivery Bags</b></p> <ul style="list-style-type: none"> <li>The primary method of transporting books is by packing them in <b>Green Delivery Bags</b>. Do not over-fill bags. Tie the bag &amp; mark the Tag <b>LL</b>.</li> </ul>
<b>Books Going to Libraries Positioned Down the Delivery Route</b>	<ul style="list-style-type: none"> <li>If you have more than half a bag of Books (i.e. more than 10) going to a specific library that is positioned down the route, these books can be placed in a <b>Green Bag</b>. Mark the Tag with the libraries 2 Letter Code.</li> </ul>
<b>MeL Items</b>	<ul style="list-style-type: none"> <li>If there is at least a half bag of <b>MeL Items</b> (i.e. more than 10) the <b>MeL Items</b> can be packed in a <b>Green Bag</b>. Tie the bag and mark the Tag <b>MeL</b>.</li> </ul>
<b>Books - Oversized</b>	<p style="text-align: center;"><b>Blue Bins</b></p> <ul style="list-style-type: none"> <li>Oversized Books that will not fit in the <b>Green Bags</b> can be placed in the <b>Blue Bins</b>.</li> </ul>
<b>Books – Extra</b>	<ul style="list-style-type: none"> <li>Instead of over-packing a <b>Book Bag</b>, or if there are not enough Books to fill half of a <b>Bag</b> (i.e. less than 10 Books) it is ok to put the Books in the <b>Blue Bin</b> as long as the <b>Bin</b> is not overfilled, and the lids can close properly.</li> </ul>
<b>Books Going to Libraries Positioned Down the Delivery Route</b>	<ul style="list-style-type: none"> <li>Books (i.e. less than 10) going to libraries positioned down the delivery route can be placed in the <b>Blue Bin</b>.</li> </ul>
<b>MeL Items</b>	<ul style="list-style-type: none"> <li>Instead of over-packing a <b>MeL Bag</b>, or if there are not enough MeL Items to fill half of a <b>Bag</b> (i.e. less than 10 MeL Items), the MeL Items can be placed in the <b>Blue Bin</b>.</li> </ul>
<b>AV Materials</b>	<ul style="list-style-type: none"> <li>If your library only uses a <b>Blue Bin</b>, AV Materials should be placed in the <b>Blue Bin</b>.</li> </ul>
<b>Paperwork</b>	<ul style="list-style-type: none"> <li>Place the Green Zipper Bag, paperwork and or envelopes going to LLC or to another library in the <b>Blue Bin</b>.</li> </ul>
<b>AV Materials</b>	<p style="text-align: center;"><b>Gray Bins</b></p> <ul style="list-style-type: none"> <li>If your library uses a <b>Gray Bin</b> and a <b>Blue Bin</b>, AV Materials should be placed in the <b>Gray Bin</b>.</li> </ul>