

## Delivery Procedures & Packaging Standards

The following **Delivery Procedures & Standards** were approved by Mid-Hudson Library System (MHLS) and the Directors Association in their 06/11/2024 meeting. More information about delivery can be found on [MHLS website's Delivery Page](#). Libraries are expected to follow the delivery procedures as described in this document. Items damaged in delivery using other, nonstandard, packaging (cases and containers) will be the responsibility of the owning library.

**Tape should never be used to secure routing slips to the materials!**

**Book, Oversized Book, Large Print Book** -Place routing slip in between pages with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Book on Cassette or Music in Cassettes**-Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. Music cassettes, in hard plastic jewel cases should be repackaged in a more durable case. Place routing slip between the opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Book on CD**- Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. Sleeves should be in good condition and secured to the binder. If the container has a snap in spool, it should be intact. Place routing slip in between. opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**DVD, Blu-Ray disks** - Disks should be in a fog or shatter proof plastic case that latches closed and the disk must be secured with a full snap in spindle. Any added materials should also be secured under within the case. Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Music CD**- Disks should be in a fog or shatter proof plastic case that latches closed and the disk must be secured with a full snap in spindle. Any added materials should also be secured under within the case. **DO NOT USE JEWEL CASES**; these hard plastic cases crack and break easily. You should replace your jewel cases with shatter-proof plastic cases. The Delivery slip should be inserted and **NOT taped** to the case. Rubber bands should be wrapped around in both directions.

**Audio with player**-Items should be secured and contained in a sturdy aftermarket case or completely contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 lanyard, 1 audio player & 2 batteries). Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Software**-Items should be secured and contained in a sturdy aftermarket case, or completely.

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contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 disk & 1 booklet). Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Periodicals, Printed Music, Maps, Images, Historical Documents**-Periodicals and other flimsy items should be shipped in an envelope with the delivery destination CLEARLY indicated. If you reuse envelopes, be sure to cross off all old destinations on both sides.

**Mixed Media, Kits, Toys**- Items should be secured and contained in a sturdy aftermarket case or completely contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 cassette & 1 book). With clear bag containers, place routing slip inside facing out, where it can be clearly seen. For other items, the routing slip should be fastened through closure of the bag or secured through the opening, with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**General rules of use:**

- Use Delivery slips or MHLS approved delivery slips. All printing should be in bold dark printed letters written in pen or fine Marker. Much of the sorting is done in the vans with only dome lighting.
- Items should be individually banded. Individually banded items can later be grouped by destination with other bands. Delivery staff will sometimes repack boxes to conserve space. Grouped items are at times broken up during repacking, so items must be individually banded to ensure that the contents and delivery slips remain intact.
- No tape should be used to secure delivery slips.
- All boxes must be returned to MHLS. You will be supplied empty boxes by the delivery staff.
- Delivery boxes should be packed neatly to conserve space and minimize.
- Acceptable cases and aftermarket cases consist of cases that contain all materials within and are made of a sturdy, non-shatter/breakable material.
- Large items that do not fit in the delivery bin should be shipped separately and should use the [Non-Bin Form](#)

Acceptable non bin items are restricted to:

- Big books
- Computers and related equipment
- Circulating library materials that do not fit into MHLS shipping bins

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