

Prospector & Courier Packaging Best Practices

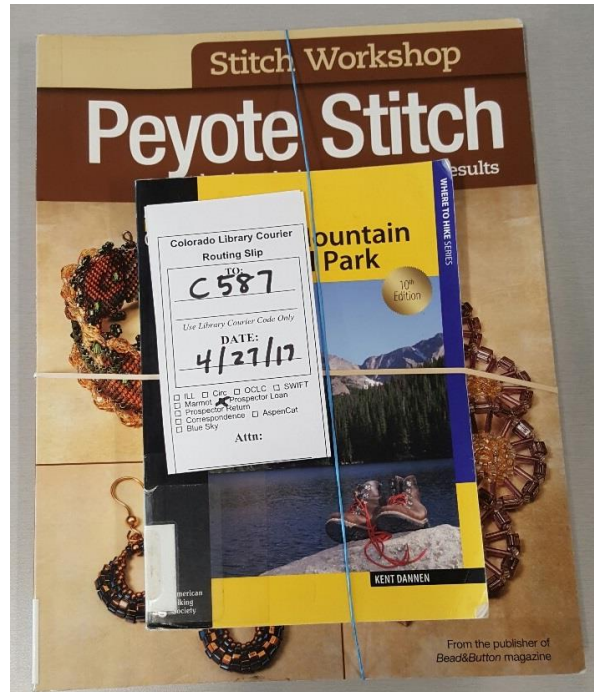
The CLiC courier system that we use to send Prospector items and courtesy returns to other libraries in Colorado has some specific packaging guidelines. Please follow these guidelines when you package items for the courier.

1. Bundle no more than 3 books or 5 DVDs together and try to make sure the items are about the same size. A picture book and a music CD will not bundle together securely and are hard to pack in the bins.

OK



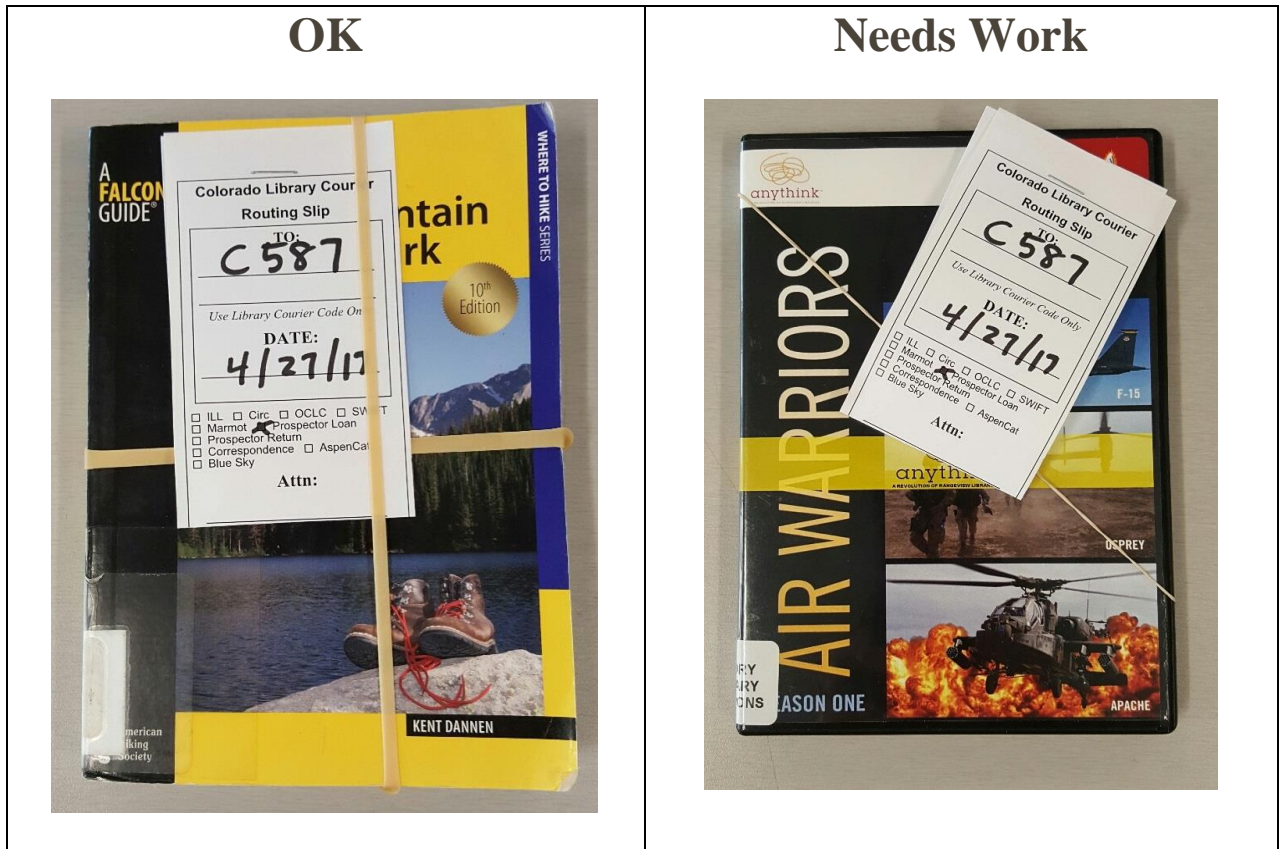
Needs Work



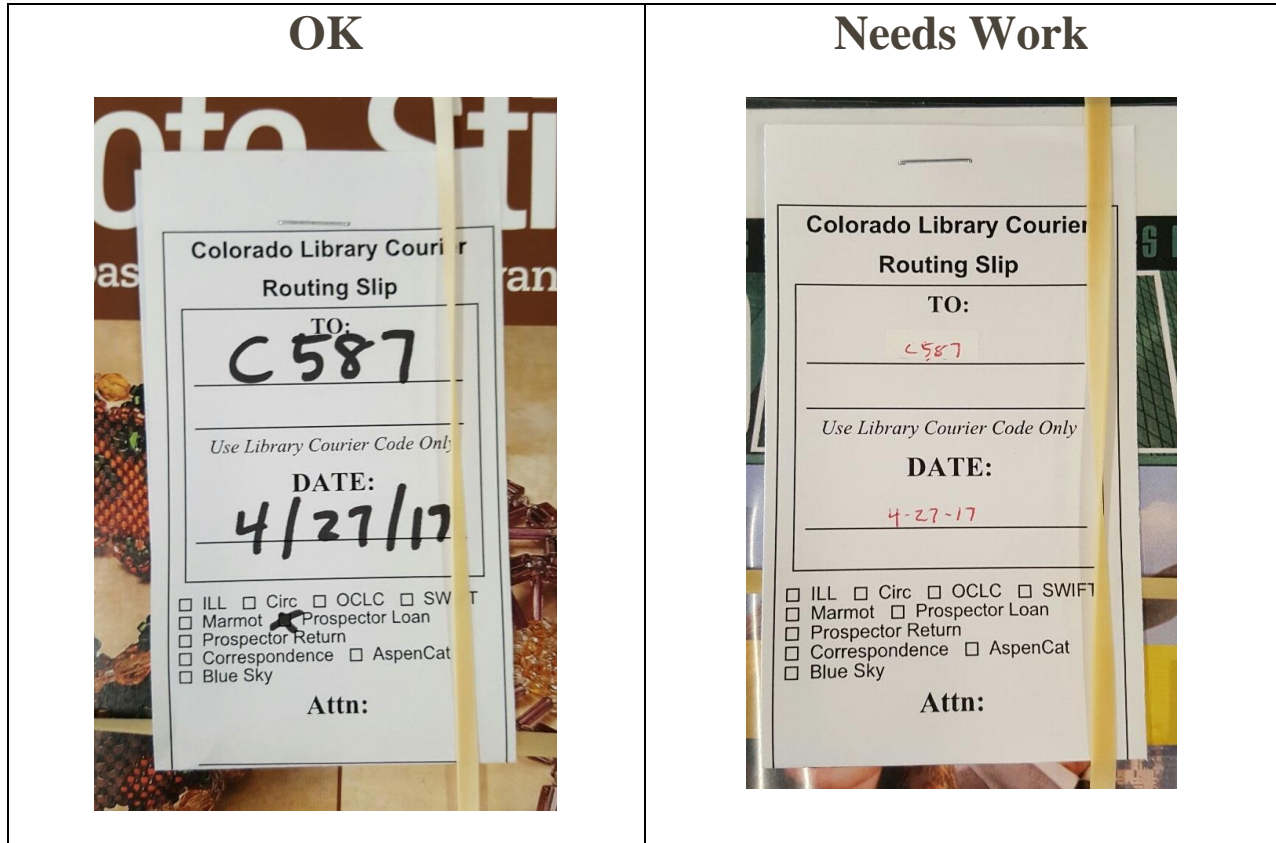
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2. Criss-cross two good rubber bands around the item(s). CLiC suggests putting one rubber band around the item(s), folding and stapling the courier slip around it, then putting another rubber band around the item(s) in a perpendicular direction.



- Use a pre-printed courier slip or write **ONLY** the courier code for the destination library on a blank slip. Write nice and big with a dark marker. Write today's date and check off the appropriate box so the receiving library knows whether or not the item is a Prospector loan, a courtesy return, etc.



4. Insert paging slips or other paperwork securely inside the item(s) before bundling. Paperwork should be folded to fit inside the front cover of books or inside the case for DVDs, CDs and Blu-rays. Paperwork that sticks out can be lost or torn in the courier.

