

- Heavy, larger books on the bottom.
- DVDs/CDs/media/paperbacks should be packed on top.
- Every effort should be made to place books with the spine in or toward the center of the bin. (This helps to prevent books from opening and other materials sliding inside open books.)
- All items should lay flat. Exceptions include:
 - Media can be placed vertically if the materials fit.
 - Small paperback books and board books can occasionally be packed with the spine down, along the edges of the bin to prevent items from shifting during delivery.
- Green bags can be used to protect/separate media.
- Magazines should be placed in envelopes.
- If necessary, use packing / bubble wrap to keep items from shifting in bins that are not full.
- All items should have a routing slip, even items that are rubber-banded going to the same library, in case a rubber band breaks).
- Rubber Bands can be used on like-size items. These items should not exceed 4 inches in height.
- Cash, checks, payments, and personal items to WVLS libraries/librarians should not be placed in delivery. WVLS and Waltco are not responsible if these items are lost or stolen.
- Placing delicate/breakable items, and items containing glass in the courier is discouraged. Libraries that place such items in the courier will assume replacement/repair costs should damage occur.
- Leave 1-2 inches of open space at the top so bins can close properly. The bin should always close.
- Check the label on the outside of the bin to make sure it goes to the correct location.

Other Reminders:

- Delivery days on holidays or on days of inclement weather will not be made up.
- All Questions, bin requests, sudden library closures that affect delivery, and checking on late deliveries should go to courier@wvls.org.

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