

# MOHAWK VALLEY LIBRARY SYSTEM & SOUTHERN ADIRONDACK LIBRARY SYSTEM

## CD&L DELIVERY SERVICE

### Member Library Responsibilities

November 1 – December 30, 2004

- Place bags and other clearly labeled items in the same place every day. No bag or item should weigh more than 50 lbs. Do not send fragile items, large equipment, large furniture, or materials that are rare or irreplaceable.
- Provide a daily log in a 3 ring binder for the driver to sign each day. Place the binder on top of outgoing materials. The driver will sign it and place the binder on top of incoming materials. The log will show the number of bags or boxes picked up and delivered on each day. Form available for download from delivery website. (<http://www.mvls.info/delivery>; <http://www.sals.edu/delivery>)
- Label items using the bookmark-sized tags (routing slips) which are available for download from delivery website. (<http://www.mvls.info/delivery>; <http://www.sals.edu/delivery>)
- Tagging items (insert a routing tag in item)
  - Clearly tag all materials and with their destination, using our 3 letter codes
  - Have all the tags in the materials facing the same direction
- Tagging bags or other containers (wrap routing tag around handle & staple)
  - Put materials going to the next libraries on the delivery route in a bag or bags labeled FORWARD SORT
  - Put other tagged items into an unmarked bag. All unmarked bags will be taken to CD&L's central location to be sorted, then delivered the next day.
  - If you have a large number of materials for the same library (for example SCP or GLE or JOH or SHE), put them in a separate bag and tag the handle with that library's code.
- When you need more bags, tell the driver.