

Sorting and Labeling Procedure for NFLS Libraries

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When preparing items for delivery to other locations, please follow the OWLSnet Transit Slips Procedure for NFLS Libraries.

Delivery: Containers, Supplies, Sorting and Labeling:

- Send only items that have transit slips* (see the OWLSnet Transit Slip Procedure for NFLS Libraries).
- Use only tubs or zippered bags for all OWLSnet and other libraries' materials.
- To order delivery supplies (tubs, bags, or manifests) use the online order form for NFLS libraries.
- Use the printable tub tags on the NFLS delivery webpage for labeling all tubs and zippered bags
- Use the tag "Waltco Sort" for a tub or bag of items going to a mix of OWLSnet locations. (Note: "OWLSnet locations" includes the NFLS and OWLS offices).
- Use a tag for a specific OWLSnet location:

- When sending a tub or bag of items to a location that follows your library on your delivery route.
- When your library has enough items to fill a tub or bag for a specific OWLSnet location. Full bag = 8-15 items, Full tub = 15-25 items. NFLS libraries can regularly prepare full tubs or bags for just Appleton and the main NFLS OWLSnet locations.

This is "pre-sorting" for Waltco and reduces the amount of individual items Waltco staff need to sort. Pre-sort what's reasonable for your library – you might only have enough items to fill a tub or bag for 1-3 other specific locations per day (the rest can be sent in tubs/bags labeled to "Waltco Sort").

- **"Waltco do not open" tags:** Waltco Sort staff and drivers need to be able to open OWLSnet libraries' containers and handle the items inside at any time to condense containers on a van or at Waltco Sort, to add to the supply of extra tubs and bags, etc.

Use the tag "[location name] – Waltco do not open" only:

- * = If you need to send a container of items without transit slips to another OWLSnet location. [OWLSnet libraries should only send items with transit slips or clearly labeled routing envelopes. Exception: NFLS libraries sending items to another location for cataloging.]
- When you need to send a container through delivery that you don't want opened in transit. Use packing tape to secure a lid to a tub as needed.

Waltco's sorting service:

Waltco's sorting service, "Waltco Sort," is located at Waltco's Green Bay dispatch and does the sorting for all the OWLSnet libraries, except for Appleton PL (whose sorting is done by the OWLS office) and the in-route sorting that Waltco does for the OWLS libraries. Sorting is done daily M-F in the evening.

Any items that Waltco handles from NFLS libraries that aren't clearly labeled to OWLSnet locations, Waltco sends to the NFLS office for re-labeling and routing to the right locations. These include all items without transit slips (when transit slips have fallen out of items, etc.) and all items with transit slips (or routing envelopes) that aren't clearly labeled to OWLSnet locations.