**Daily preparation of the tubs/bags for the Brown County Branches**

-Each branch either gets sent 2 Brown County red bags or 1 tub daily (Sent Monday – Friday through Waltco)

 -When sending bags, the 2nd bag can go inside the first bag, if not needed

\*Tub tags, bags, tubs, and tub lids are all located on the shelf across from delivery

\*If you run out of BCL tubs, Central circulation can be emailed to ask for more

(The Template is on the desktop of the delivery computer)

Email address: BC\_Library\_Central\_Circulation@co.brown.wi.us

\*The Waltco Sort tubs and bags can be used too if running really low on the BCL supply

The cart is labeled where each Bag or Tub should go

**2 Bags:**

**ASH Ashwaubenon**

**DK Denmark**

**PUL Pulaski**

**WRI Wrightstown**

**1 Tub:**

**DEP De Pere**

**EA East**

**SW Southwest**

**WH Weyers-Hilliard**

**1 Tub:**

**CEN Central Branch can be set up in the delivery room on the 2nd shelf of the same cart as the Waltco Sort tub and the Minitex tub.**

**Bookmobile items can be placed in the CEN tub.**