

Sorting and Labeling Guidelines for NFLS Libraries

Delivery: Containers, Supplies, Sorting and Labeling:

-Send only items that have transit slips

-If Waltco does not know what to do with an item, it is sent to NFLS

-Use only tubs or zippered bags for all interlibrary loan items:

-To order delivery supplies (tubs, bags, or manifests) use the online order form on the NFLS delivery webpage

-Use only the printable tub tags on the NFLS delivery webpage for labeling all tubs and zippered bags

-Use the tub tag “Waltco Sort” for a tub or bag of items going to a mix of locations

-Use the tub tag “Waltco do not open”:

-If you don't want Waltco Sort to open, but the drivers and sort staff need to be able to condense tubs and bags to fit on a van or at Waltco Sort, to add to the supply of extra tubs and bags, etc.

-Use the tag “(specific library location) – Waltco do not open”:

-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)

-Use the tub tag “specific Library location”:

-When your library has enough items to fill a tub or bag for a specific Library location

-Full bag = 8-15 items, Full tub = 15-25 items

-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'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 and NFLS libraries, except for Appleton PL (whose sorting is done by the OWLS office) and the inroute sorting that Waltco does for the OWLS libraries

- Sorting at Waltco Sort is done in the evening M-F

-Any items that Waltco handles from NFLS libraries that aren't clearly labeled, Waltco sends to the NFLS office for re-labeling and routing to the correct location

-Waltco is also sorting for the Wisconsin Valley Library Service