

## VALNet Courier / Routing Procedure

---

Items for courier pickup must be left in a designated place, easily accessible to the courier and properly labeled.

### ROUTING BOOKS:

- Write the correct 3-letter destination code legibly in large bold letters at the top of the routing slip or use routing receipts automatically generated by Koha. Please use a black marker on handwritten slips, and make the letters at least 1" tall. The letters should be easily visible when the slip is placed in the book.
- Current 3-letter location codes is available on the staff pages or by running Koha report #397 "GHW - BRANCHES - List of all currently active VALNet locations."
- Place the routing slip securely in the book—near the center, tucked into the spine as much as possible. Routing slips can be made from scrap paper, using the clean side. They should be at least 1½" wide and long enough to stay securely in the book.
- Don'ts:
  1. Don't use post-its;
  2. Don't tape the slip to the front of the book;
  3. Don't use slips that are too short;
  4. Don't leave a slip's tail extending beyond the bottom of the book (they get caught and pulled out by other items in the courier boxes).

### ROUTING VIDEOS, AUDIOS, PERIODICALS, DAMAGED & OTHER ITEMS:

- Anything that is not a book should be shipped in a manila envelope.
- Any damaged materials should be shipped in manila envelopes. See the procedures for damaged items for more information.
- Envelopes should be labeled with the 3-letter destination code in black marker.
- Envelopes should be taped shut—please don't use staples. Mark out any other location code or writing on the envelope (check both sides).
- The courier will not pick up items that are not labeled or routed properly.
- Check in non-damaged items before routing them and route items to the location indicated when the item is checked in. The owning library may not be where it needs to go (a hold may be pending, for example).

### DO NOT ROUTE MONEY:

- Money should no longer be shipped via courier (since Spring 2012). Any monies collected for other libraries should be transferred in person at VALNet meetings.