

Member Library Responsibilities

- Place totes, bags and other clearly labeled items in the same place every day. No tote, 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.
- Computers should be boxed and labeled for destination with proper code.
- Totes and bags should not be filled more than $\frac{3}{4}$ way
- Clearly label all materials with their destination, using the routing slip procedures below. Items coming to MVLS to be sorted should be labeled MVLS.
- Have all the labels in the materials facing the same direction
- Do label totes and bags going to one destination with their proper destination codes.
- Items without delivery labels will be returned to the owning library.
- **Do not** send any cash or checks through the delivery.
- Items damaged in delivery need to be sent to MVLS immediately. Send item to MVLS, attention Maria Tse. Mark item withdrawn in Polaris. MVLS will bill if appropriate and reimburse library
- When your library needs more totes/bags, tell the driver.