Best Practices: Library Delivery

Below are examples of best practices when placing items in the OLIS-LORI Library Delivery System. Good practices will lead to items reaching their proper destination in a timely fashion. Bad practices cause delays and lost items in the system.

✅ Slip in center against spine with elastic band around book	✅ 2 books each with a slip in center against spine to same destination with thick elastic	✅ Magazine in plastic bag with slip in front	✅ All AV materials with 2 elastics (1 vertical, 1 horizontal)
❌ Slip outside of book	❌ Slip hanging out too far and no elastic	❌ Magazine without bag and loose slip	❌ Slip outside of DVD case with one elastic

Note: Please be advised; more than 2 items bound by an elastic is not recommended.