

STATEWIDE DELIVERY

STAT Courier is the delivery service for all libraries participating in the statewide delivery service. The following material handling and shipping guidelines enable a faster transfer of items between libraries and reduce damage and loss of materials.



The State Library and STAT courier have purchased plastic totes. All canvas bags are to be placed inside the totes. Totes will be stacked in delivery vehicles and returned to hubs for sorting.

MATERIAL HANDLING & SHIPPING GUIDELINES PLEASE TREAT ALL MATERIALS WITH RESPECT!

Condition of Materials: Always check that items are in good condition before sending them out to fill holds.

Daily Tote Count: Submit your library's [Daily Tote Count](#) (for totes sent and received) to the State Library of Ohio Statewide Delivery team. This count helps to ensure we are providing the lowest possible shipping cost.

DVDs, CDs and other Media: To help reduce the risk of losing materials, upon receiving DVD, CD, and other media cases, open the cases to check the number of items that are expected to be included. If a case is missing material, contact the library where the item was previously checked out.

Labels: Use correct shipping labels on all outgoing materials. Current labels are available at: <https://sds-labels.library.ohio.gov/>.

Notes: Use only removable post-it notes when alerting staff of special instructions on items.

Padded Envelopes: You may place material into a padded envelope with a label taped on it, and then place it directly into the tote. No canvas bag is needed if using a padded envelope. Please make sure old labels are covered or removed from envelopes before reusing.

Totes: Library staff will pack totes with items going to multiple locations. STAT Courier staff will sort for delivery to each destination. When totes are closed, the lid should be flat so that when another tote is stacked on top (at your library and in transit), it does not damage material inside.

If you are sending a tote with all materials inside going to one destination library: please label both ends of the tote and zip tie it shut.

If materials are going to different libraries: please make sure that all bags inside these totes are labeled, the tote does NOT have a label, and DO NOT zip tie them shut.

Rubber bands: To prevent damage, either do not use rubber bands or do not use rubber bands that are too tight! Rubber bands that are too tight will bend books and other materials during transit and sorting. Using rubber bands to secure padded mailers does not warp the items.

PLEASE DO NOT USE



**DO NOT USE
TAPE TO CLOSE TOTES**



**DO NOT USE
STAPLES ANYWHERE**

Email questions to Jamie Pardee at State Library of Ohio, jpardee@library.ohio.gov, or delivery@library.ohio.gov.

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