

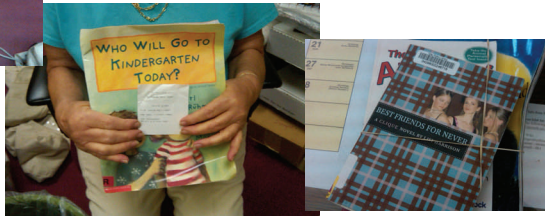
## Treatment of Materials

- ✦ Try to treat other library's materials as if it were your own or better.
- ✦ Please use proper containers when sending item through cargo. For example: Don't try to put an oversized children's book in a small zipper bag. It's not pretty!
- ✦ Replace tape dispensers with post-it notes and/or post-it tape. These products are very library friendly to all items.
- ✦ Do not fold items, roll items and put them in container that cannot be flattened.
- ✦ Rubber banding messages to items is less damaging than TAPING a message.
- ✦ When using rubber bands to secure items, please use as few as possible. Rubber bands should not be used to protect items, that's what bubble wrap is for.
- ✦ Bubble wrapping these items is the best protection needed to ensure a safe delivery. The items are:
  - Book on Tape
  - Book on CD
  - Book and cassettes
  - Playaways
  - Video Cassettes
  - DVD
  - CD
  - Computer games
  - Any item in a plastic case.
  - Remember, if you think you are protecting the fragile items by putting them on the top of the cargo bin, through the cargo process, that package may end up on the bottom of a mountain of cargo bins.
  - Don't put rubber bands on so tight, that it needs to be cut off.
- ✦ Remove all slips

Please do NOT use an oversized book to wrap other material.



As a result, the oversized book will become damaged.



Please do not use TAPE on material



P. S. When bubble wrap becomes saran wrap, **THROW IT AWAY!**