



On Tuesday, March 1, 2016 WVLS libraries began central sort for transit items. All libraries place all of their items for courier in a blue bin labeled for WALTCO Sort. Following are guidelines for this process.

- Every item should have a transit slip.
- Transit slips should be placed securely in the inner pages of a book. The destination must be clearly visible. **Do not use removable or regular tape to secure transit slips.**
 - If the transit slip is not secure, secure transit slip using rubber bands both vertically and horizontally with one transit slip securely and clearly attached.
 - If items are placed in bubble or boxes, secure transit slip on the outside of the wrap or box using rubber bands both vertically and horizontally with one transit slip securely and clearly attached.
- Rubber bands should be used to secure paperback books and AV cases that may not stay closed.
- Items that are matched in size (similar height /width proportions) and going to one destination can be bundled together using rubber bands both vertically and horizontally with one transit slip securely and clearly attached.
 - Only bundle items to an approximate height of 4" (about the distance between your wrist and base of your fingers)
- Transit slips should be trapped securely inside of an AV case with destination clearly visible.
 - If the transit slip is not secure, the transit slip should be placed on the front cover of the AV and secured using rubber bands both vertically and horizontally with one transit slip securely and clearly attached.
- Books should be placed in the bin spine to spine and all items should lay flat.
- If a library is sending a large amount of AV, place AV items in a separate bin.
 - If a library does not have a large amount of AV-set AV aside and place AV on the top of books in a bin.
- Do not overfill bins. Three-quarters full is recommended.
- Please email courier@wvls.org with any courier questions.