

Guidelines for Packing and Transporting Library Materials via Harvard University Mail Service Couriers

Guidelines for Library Staff

Increased library service to the university community calls for the transport of books and other media between libraries. Packing and transporting bins properly will protect our collections.

Packing Bins

- Place a foam pad in the bottom of the bin.
- Pack the bin evenly, preferably with larger books on the bottom and smaller books on top.
- Place books on their spine or lay flat. Do not pack books on their fore edges.
- If packing books flat, place fore edges of the books toward the bin sides, with spines against each other.
- Be aware of paperback books and take care of them. They have no covers to protect them.
- Be aware of the weight of the bin. Bins should not weigh more than 50 pounds.*
- Do not over-pack. Lids should close completely, without pressure.
- Place a Rain-Catcher (absorbent pad) on top of the books before closing the bin. The plastic side should be against the books, absorbent side up.
- Secure lids with one plastic tie at one end.
- Place a label in the plastic label holder at the end of each bin. The label should indicate the library to which the books are to be delivered or it should say MIXED.
- Handle bins carefully. Since the bins are not full, the contents will shift and shifting books may be damaged.

Available from <http://preserve.harvard.edu>
<http://preserve.harvard.edu/guidelines/humslibrary.pdf>

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* A scale with a LED screen that is connected to the weighing platform and can be placed within visual range (above, behind, next to it) is an excellent way to monitor the weight of the bins as they fill. Conservation Services can assist with identifying appropriate equipment.