

## **WRAPPING AND PACKAGING GUIDELINES**

### **Lenders:**

- Follow institutional procedures for reviewing fragile or brittle materials before agreeing to lend. Before lending, inform borrower of any restrictions on use or special handling or shipping requirements for fragile materials.
- Slit pages of unopened volumes before lending the volume to the borrower.
- Notify borrowers of any damage or physical problem with the materials to be lent in a brief statement on the book band.

### **Borrowers:**

- Open packages carefully, being careful not to damage material with a knife or razor blade.
- Do not repair another library's loaned material. Return the material to the library, noting the damage.
- Instruct patrons to exercise caution in using fragile materials.

### **Safety of Borrowed Materials:**

- The safety of borrowed materials is the responsibility of the borrowing institution from the time the material leaves the lending institution until it is returned to the lending institution.
- The lending institution is responsible for packing the borrowed material so as to ensure its arrival in the condition in which it was sent. The borrowing institution is responsible for returning the material in the same condition as received, using the same or equivalent packing material.
- The lending institution has the option of specifying alternative methods of delivery. These methods may include a different system of transportation, insurance, and special wrapping instructions. If alternative methods are to be employed, delivery specifications must be communicated to the borrowing institution, which must agree to return the material in the manner specified.

### **Procedures for General Collection Material:**

- Do not use paper clips, post-it notes, tape, or rubber bands on volumes.
- Include the ILL form and use a book band with pertinent ILL information, use instructions, and condition notations.
- Wrap volumes in bubble wrap or brown paper and place in a sturdy cardboard carton (or cardboard book mailer such as Unipac) to ship.
- Do not use printed newspaper to wrap volumes.
- Pack unprinted newsprint or similar waste paper around book to prohibit movement within the box if the box is too large. Printed newspaper should only be used as a packing material around items that have first been wrapped in bubble wrap or some other waterproof material.
- If padded mailing bags must be used, first wrap the volume in bubble wrap or protect it with custom-cut pieces of binder's board.
- Provide binder's board supports for both padded bags and bubble-wrap lined bags.
- Do not use polystyrene plastic bits ("peanuts") as they allow movement within a carton.

- Package very small and very large volumes carefully. Protect the corners of large, heavy, and valuable volumes.
- Place microfilm reels in standard cardboard microfiche boxes marked with the ownership stamp of the lender before these are wrapped for shipping.
- Pack microfiche boxes in a sturdy box padded with crumpled paper or bubble wrap. Also handle video tape in this manner.
- Keep computer discs and CDs in their original containers; wrap and pad them with cardboard or bubble wrap and place them in a carton or padded envelope.

### **Procedures for Special Collections:**

(Including rare, fragile, or non-circulating materials)

All special collections material should have a brief condition description from the lending library as well as use instructions included with it. Include a cover sheet spelling out the conditions of use and instructions governing the packaging and mailing for returning the item to the lending library. This might be printed on bright colored paper to distinguish it from general-collection ILL materials.

Wrap all special collections material first in an acid-free preliminary wrapping and then in at least 4 mil polyethylene bags or wrapping, and seal. The 4 mil wrapping will insure waterproofing and protect from puncturing. Packaging should then proceed with equal care: corners protected and binder's board custom-cut for volume protection. Heavy cardboard boxes or crates, with sturdy padding, are recommended.

If fragile, wrap in bubble wrap instead of binder's board as the latter may be abrasive, especially to leather bindings. Pack unprinted newsprint or similar waste paper around book to prohibit movement within the box if the box is too large.

Clearly label all special collections material as such, preferably with "Fragile: Handle with Care". To ensure that packages with special collection materials are not opened in the general mail room, also label the item "Deliver Directly to Interlibrary Loan Office."

Send all special collections material insured with a UPS Confirmation of Delivery Receipt Requested. This will ensure the correct handling of materials by UPS, as damage or loss will be costly to them. Where UPS is not available, a comparable service (such as Canadian TNT Mail-Fast) that will provide a confirmation of delivery receipt is recommended.