



# Transiting

From here to  
there and in  
between

By Laurie Harris  
Circulation Services  
Hussey Mayfield Memorial PL

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# Our transit work room



# Organizing the shelves by library names



Computer conveniently located in work room for creating manifest invoice



# The “all important” schedule!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Virginia - 40	8:00-5:00	OFF	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
Special			DH/ADH 1-3			
Break	(L) 12:00 2:15-3:45	(L) 12:00	(L) 12:00	(L) 12:00 1:00-2:00	(L) 12:00	
Kermit - 40	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	
Special			DH/ADH 1-3			
Break	(L) 12:00 3:15-3:45	(L) 12:00 10:30-12:00	(L) 12:00 11:00-12:15	(L) 12:00 2:15-3:45	(L) 12:00 9:00-12:15	
Andrea - 20	10:00-2:15	OFF	OFF wrk wknd	8:00-9:00 3:45-8:45	OFF	OFF wrk wknd
Susie - 20	3:45-8:45	VAC	VAC	8:00-1:00 11:00-12:30	OFF	OFF
Benny - 25	9:00-3:15	2:30-8:45	9:00-3:15	8:00-2:15 11:00-12:30	OFF	OFF
Annah - 20	9:00-2:00 11:00-12:30	OFF	3:45-8:45	8:00-1:00	12:15-	
Ja - 25	OFF	2:30-8:45	10:00-4:15 11:00-12:30	8:00-2:15 1:00-2:00	11:00-	
e - 25	OFF	9:00-2:00 10:30-12:00	12:15-5:15	8:00-9:00 3:45-8:45	1:15-	
25	9:00-2:00 11:00-12:30	9:00-3:00	3:00-8:45	8:00-9:00		
e - 20	3:45-8:45	11:00-4:00 10:30-12:00 Volunteer Lunch 12:00-1:00	OFF	8:00-9:00 1:15-5:15 1:00-2:00		

Holding cart for items to be transited. It takes a team to get this done in a timely manner.



Hannah and Julie

# Full shelves waiting to be bagged & Packing materials

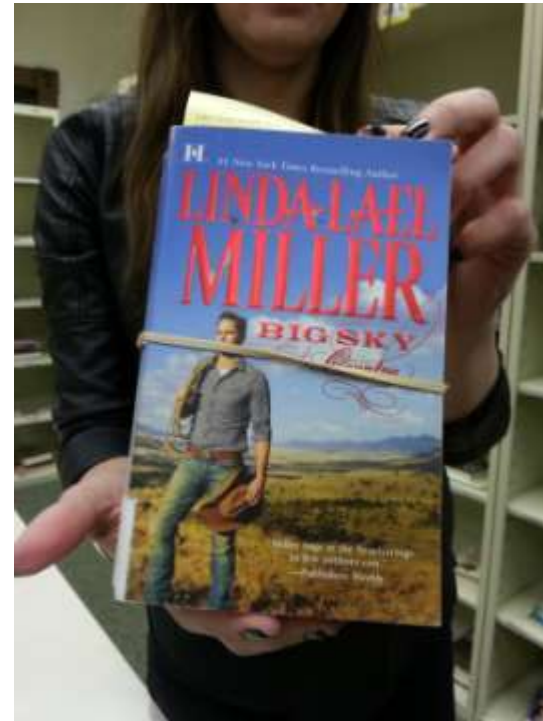


Bendable items secured &  
Audio books protected. Hi Hannah!

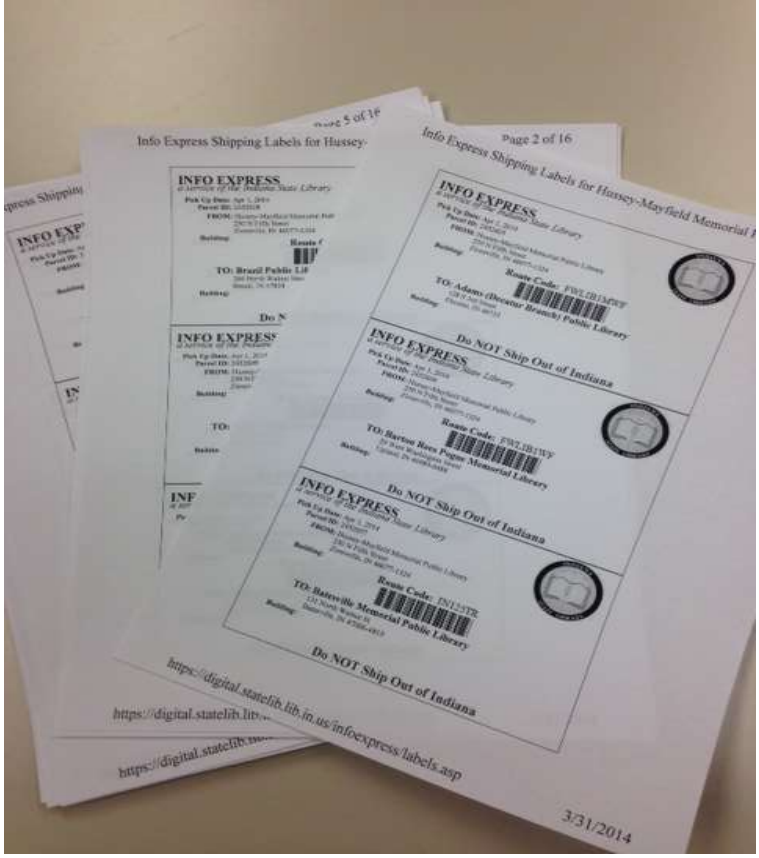




# DVD in manila envelope & Paperbacks rubber banded



# Routing slips to be cut



# Packing slips inserted TAPE IS NOT NECESSARY!



# Bins ready for pick up



# The manifest – 83 pieces!

Info Express Labels

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2448988	Franklin Correctional Facility 4400 W. Monticello, Del. Parkersburg, WV Building: Frankfort	
2448991	Franklin Correctional Facility 25 Nixon Dr. Parkersburg, WV Building: Frankfort	
2448992	Franklin Correctional Facility 122 Nixon Dr. Parkersburg, WV Building: Frankfort	
2448997	Franklin Correctional Facility 4400 W. Monticello, Del. Parkersburg, WV Building: Frankfort	
2448999	Madison Correctional Facility MSH 800 Bus Stop, Madison 47250 Building:	box
2449002	Madison Correctional Facility MSH 800 Bus Stop, Madison 47250 Building:	box

Notes:

Pieces Shipped	Pieces Received	Courier Signature	Date
83			

Print Labels    Return Home

# Taking it away & Bringing in the next load



Dennis



Wow! That's a lot of pieces!!  
76!!!



Taping packing slip to pocket is sticky business & Transit slip should be inside the item, not taped to front of bag.





More transit slips on outside of packing ??? & Taped up bubble wrap (snap)



Nice packing job!!



OK to send items in a box instead of an info express bag, but do not use an info express bag to protect items. Ruins the bags.



These are terrific wrap jobs.  
Safe to transport and easy to  
unwrap. Kudos!!



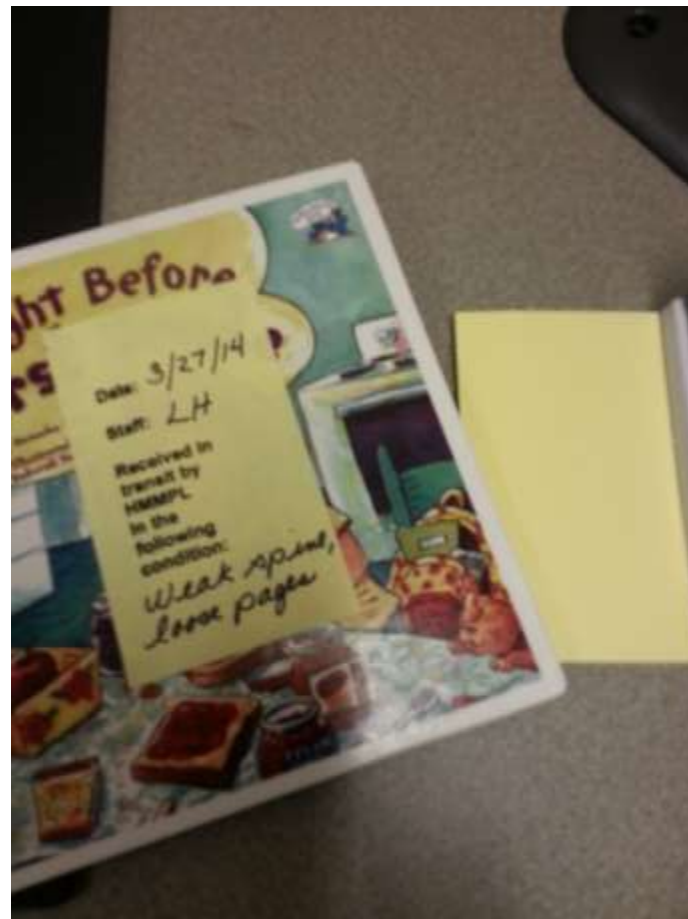
Sorting items to be checked in. Holds on one side, our items on the other. Makes for a very organized task.



Tiina capturing holds/and checking in returns – notice the 2 side by side computers, very handy! Hi Tiina!



# Documenting item's damage to protect the patron



When there is an alert on an item, this slip saves the patron grief at self check

