

## Method of Shipping

- If there is no street address use USPS Priority mail and not UPS.
- Delivery services and efficiency of YOUR ILL department are the key factors in turn-around time.
- When shipping to individuals (i.e., distance education students), obtain a daytime address and require a signature for delivery. This proves the material was received.
- Comparison of USPS/UPS Shipping Rates for Virginia Public Institutions: <http://viva.lib.virginia.edu/vivaill/images/ZoneChart2002.xls>
- Comparison go USPS/UPS Shipping Rates for Virginia Private Institutions: <http://viva.lib.virginia.edu/vivaill/images/ZoneChart2002b.xls>

## Shipping to VIVA Libraries

Use the fastest method possible to ship to other VIVA libraries. The method selected will depend on your workflow and institutional requirements. Consider using USPS Priority Mail, UPS, or other express service both for lending and returning borrowed items. While it may cost more, items sent by express tend to have a lower rate of loss, and will be returned more quickly to your collection for use by your patrons.

## Shipping Fragile Materials

Return in a box ALL fragile materials or media (microfilm, videos, etc.) via UPS or other express service.

## Shipping to Libraries Outside the 48 Contiguous States

Send materials to Alaska, Hawaii, Virgin Islands, and other U.S. territories via USPS Priority Mail. If sent Library Rate or 1st Class, the package may be delayed waiting for an entire shipload. In this case, USPS Priority Mail is less expensive than UPS.

Use Global Express mail for overseas shipping, rather than Global Priority. GE is a little more expensive, but it is faster and packages can be tracked.



## MAILING & PACKING TIPS

**USPS**

**FEDERAL EXPRESS**

**UPS**

**VIVA Resource Sharing  
Committee and Interlibrary Loan  
Subcommittee  
Updated 9.29.2003**

# PACKING TIPS



Detailed information at  
<http://viva.lib.virginia.edu/vivaill/vivaill.html>



## Bags & Boxes

- Use a box for fragile books, microfilms or videos. Bags are not strong enough.
- Wrap items securely and use packaging appropriate for each item.
- Make additional items visible when sending with books. Otherwise, they may be overlooked or considered packing material.
- Reinforce both ends of jiffy bags and envelopes with packing tape instead of staples or filament tape.
- Use bubble bags as often as possible. Fiber filled bags may tear in transit.

## Labels & Other Paperwork



- Type or machine print labels for better readability.
- Address ILLs to Lending or Borrowing, especially the larger institutions.
- Send each item with:
  - \* Return address label
  - \* OCLC form or complete information
  - \* Due date
- Borrowers keep the return address labels stapled to the OCLC form or in a small file box.



## Saving Money & Recycling Materials



- Packing peanuts and bubble wrap are lighter than newsprint and can be recycled for future use.
- Recycle packaging materials or keep the original packaging if possible (video packaging, boxes, plastic bubble paper).
- If there is more than one item going to the same location, use a large box and ship UPS Ground. 2nd Day Air boxes are free, but it costs more to send several smaller boxes 2nd Day Air than one large box UPS Ground.

