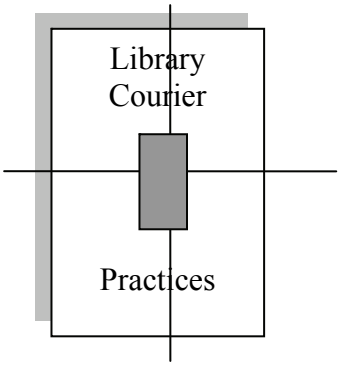
Shipping and Packing Instruction
For Colorado Libraries using COKAMO

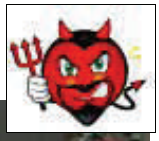
Each bundle shall be secured with a sturdy vertical rubber band **and** a horizontal rubber band. We recommend size 64 (3 1/2" x 1/4") or 117B (7" x 1/8"). (see example below)



Bad Bundles on the courier can shift during transit and cause problems for those lifting heavy packages out of the bins. Do not bundle more than three items together.

Large or heavy items shall always be bundled separately. Keep the bundles small enough to be handled easily.

When crating heavy items, remember to keep the weight to no more than 40 pounds.



Fragile items (i.e., CD's and cases, small or soft-cover books) may packed with appropriate cushioning to prevent damage. However, most libraries ship CD and the like with no additional packaging.

When you item is banded and slipped, just put it in the regular Colorado Library Courier tote for pick-up and delivery to Missouri/ Kansas.