Unpack NEOMED hospital courier

1. Remove all books and articles from the envelopes or boxes they arrive in.
2. Remove items that are to remain here (our items being returned to us or items that our patrons are borrowing). Check in the books being returned to us and place them on the cart to be reshelved. Check in the books that our patrons are borrowing from the hospital libraries and place on the hold shelf behind the circulation desk.
3. Count number of books and articles coming from the consortium hospitals that are going to OhioLink institutions. —write this number on the statics sheet hanging in the packing area.

Unpack Priority

1. Remove all items from the canvas bags and bubble envelopes. Save all packing materials to be reused when packing PRIORITY.
2. Sort books into piles for each hospital and NEOMED.
3. Count and record the number of books being borrowed or returned for each hospital library and NEOMED. The sheet is hanging in the packing area.
4. Check in the books that are being returned to NEOMED and place the cart to be reshelved.
5. Check the books in that have been requested be NEOMED patrons, write today’s date near the top of the book band. If a patron has more than one book, place a rubber band around books. Put all books on the hold shelf behind the circulation desk.

Pack Priority

1. Sort books Write the number down on a piece of paper so you can enter it in the daily OhioLink manifest.
2. Put appropriate Priority labels on top of each pile of books, being aware that some institutions have a main library and branch libraries and they go to different places. Check to make sure the number on the OhioLINK mailing label is the same number that is on the OhioLINK book band, sticker, or paging slip.
3. Doing one pile at a time, place books in the appropriate size bubble envelope located in the cabinet above the packing table. Place the books into bubble bag(s) then the appropriate size canvas bag and place the mailing label in the plastic window.
4. Record the numbers of the institutions for which we have bags for the daily OhioLink Manifest.
5. Put the canvas bags in the Priority bin
6. Enter it in the daily OhioLink manifest.

Pack NEOMED Hospital courier

1. Add any books that are being returned to the hospital libraries from NEOMED patrons, or borrowed from NEOMED for a hospital patron to the piles of hospital books that were unpacked from Priority.
2. Place books and articles in either interoffice envelopes or boxes. Place the appropriate hospital label (located in black notebook near the interoffice envelopes) on envelope or box. Place envelopes and boxes in the courier space on the desk.