

# Best Practices Packing OhioLINK Shipments

## Preparing Books and Media

### Books

Books should be packed in bubble envelopes. Be sure not to over pack the envelopes as crowding can cause bent covers, crushed spines, and torn pages.

Proper Packing



Improper Packing



### Media

Media should be packed in media boxes. Use foam or other packing supplies to fill-in spaces to keep media from sliding around inside the boxes.

Proper Media Packing



Packing Bags

Envelopes and boxes should be packed into shipping bags with a small amount of wiggle room remaining. Packing bags too tight can cause damage to the items inside. Over packed bags could cause someone to injure themselves when lifting them in and out of bins. Please do not tie knots in the bag strings as the tension created during shipment can cause the knots to tighten too much.

Proper Packing



Improper Packing



## Preparing the Manifest

1. Log-in to the OhioLINK manifest website: <http://manifest.ohiolink.edu/mdc/login>.

A screenshot of the OhioLINK Manifest Data Collection login page. The page has a dark blue header with "OhioLINK Research Databases" on the left and "Manifest Data Collection" on the right. Below the header, the text "Data Collection" is visible. The main content area is light green and features the heading "MANIFEST LOGIN" in bold blue letters. Below the heading is a login form with two input fields: "Location Code:" with the value "201" and a note "(this is your 3-digit #)", and "Password:" with a masked field of seven dots and a "Forgot password?" link. A "Sign In" button is positioned below the password field. At the bottom of the form area, there are two links: "Manifest Instructions" and "Look Up Submitted Statistics".

2. Enter shipment date information.

A screenshot of the OhioLINK Online Manifest Report page. The page has a dark blue header with "OhioLINK Online Manifest Report" on the left and "Outgoing Cargo Bag Statistics" on the right. Below the header, the text "Data Collection Form" is visible. The main content area is light green and features the text "You are Logged In As: Akron, University of - Bierce Library" in purple. Below this, there is a form with two numbered steps: "1. The date of this pick up was on : [4] MM [24] DD [2010] YYYY" with a red note "(Edit date accordingly if entering data for a previous date)", and "2. Click here to [Proceed to Data Entry Page]".

3. Enter location and bag counts, then click on submit.

## CONFIRM YOUR DATA BELOW

You have input the following information. This information should be compared to your written record on your bag statistics form for this date. Please review and modify your data below if needed. You may edit a location's code, the # of bags for a location, or delete the entry altogether if needed. Once all has been verified, then press **Submit** to officially submit the data.

You are Logged In As: **Akron, University of - Bierce Library**

Report Date: **4/24/2010**

Location Code	# of Bags	Deletions
<input type="text" value="203"/>	<input type="text" value="1"/>	<input type="button" value="Delete this entry"/>
<input type="text" value="207"/>	<input type="text" value="2"/>	<input type="button" value="Delete this entry"/>
<input type="text" value="408"/>	<input type="text" value="1"/>	<input type="button" value="Delete this entry"/>
<input type="text" value="501"/>	<input type="text" value="2"/>	<input type="button" value="Delete this entry"/>
<input type="text" value="328"/>	<input type="text" value="2"/>	<input type="button" value="Delete this entry"/>
<input type="text" value="217"/>	<input type="text" value="1"/>	<input type="button" value="Delete this entry"/>

Total Destinations:  Total Bags:

**FINAL STEP:** Please make sure you have verified your data above before pressing the following button that will officially send in your data.