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.

### Preparing the Manifest

1. Log-in to the OhioLINK manifest website: [http://manifest.ohiolink.edu/mdc/login](http://manifest.ohiolink.edu/mdc/login).

   ![MANIFEST LOGIN](image)

   **OhioLINK Research Databases**
   
   **Manifest Data Collection**
   
   **MANIFEST LOGIN**
   
   - Location Code: 201
   - Password: ********
   - Sign in

   | Manifest Instructions | Look Up Submitted Statistics |

2. Enter shipment date information.

   ![OhioLINK Online Manifest Report](image)

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

   1. The date of this pick up was on: 1/24/2010
   
   (Edit date accordingly if entering data for a previous date)

   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

<table>
<thead>
<tr>
<th>Location Code</th>
<th># of Bags</th>
<th>Deletions</th>
</tr>
</thead>
<tbody>
<tr>
<td>203</td>
<td>1</td>
<td>Delete this entry</td>
</tr>
<tr>
<td>207</td>
<td>2</td>
<td>Delete this entry</td>
</tr>
<tr>
<td>408</td>
<td>1</td>
<td>Delete this entry</td>
</tr>
<tr>
<td>501</td>
<td>2</td>
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</tr>
<tr>
<td>J28</td>
<td>2</td>
<td>Delete this entry</td>
</tr>
<tr>
<td>217</td>
<td>1</td>
<td>Delete this entry</td>
</tr>
</tbody>
</table>

**Total Destinations:** 6  **Total Bags:** 9

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

[Submit]