Best Practices
Packing OhioLINK Shipments

Preparing Books and Media

Books
Books should be packed in bubble envelops. 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

![Proper Packing Image]

Improper Packing

![Improper Packing Image]