

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



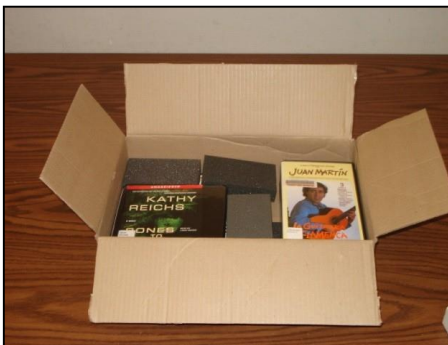
Improper Packing



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. Seal bubble bags, but do not use staples.

Proper Packing



Improper Packing

