



Sorting and Labeling Procedures for Libraries

All OWLS libraries have been provided with a set of labels to be used for marking tubs and zippered bags for shipping. When sorting and labeling materials for delivery to other locations, please follow these procedures:

- Individual items or bundles of items must be labeled with an OWLSnet routing slip.
 - Use a pink slip for items that are filling a request.
 - Use a green slip for materials being returned.

Sending Materials to OWLS Locations

- Place individual items or bundles of items for APL, OWLS, or libraries outside of OWLSnet into tubs labeled “OWLS (Appleton).”
- Mark a full tub or bag for any OWLS location with the 3-letter code for that library.
- Place individual items or bundles of items for OWLS locations that follow on your delivery route in tubs labeled “In-Route Sort.”
- Place individual items or bundles of items for OWLS locations that do not follow on your delivery route in tubs labeled “Waltco Sort” when there aren’t enough items to fill a tub or bag.

Sending Materials to NFLS Locations

- Labels have been provided for nine specific NFLS locations (ALG, FLO, KEW, MRT, OCF, OCO, ONE, SHA, STR). Mark a full tub or bag for any of these locations with the 3-letter code for that library.
- Place individual items or bundles of items for the nine specific NFLS locations in tubs labeled “Waltco Sort” when there aren’t enough items to fill a tub or bag.
- Place individual items or bundles of items for all other NFLS locations in tubs or bags labeled “NIC.”