

MAIL ROOM

A VOLUNTEER OPPORTUNITY AT HILLSDALE FREE PUBLIC LIBRARY



The Hillsdale Library sends and receives over 17,000 items through the inter-library loan delivery service annually. That's a lot of packing and unpacking.

To Do:

- Identify the home library for each item.
- All media items must be safely contained in bubble wrap packaging.
- Pull a delivery slip for each package and write the shipment date.
- Combine several items into one plastic bag when possible. Do not overstuff the bag.
- Use two rubber bands to secure the plastic bag.
- Place the packages in the crates.
- Record the number of packages handled on the statistics sheet.

