

Burlington County Library Library in a Bag FAQ

- 1. How much time is devoted each day to the process?** An average of four staff hours/day is spent checking out and packaging. Tuesday is our heaviest day, Friday is the lightest. We carved out a space approximately 12' x 15' near the delivery area and loading dock, to shorten the distance necessary to transport materials coming and going from the other libraries.
- 2. How much is spent on supplies and postage?** BCL has spent approx. \$4081 on supplies, incl. nylon bags, padded envelopes and labels. Postage has run \$15,118.53 (thru March '09). \$2.48 per package, or \$1.08 per item.
- 3. What is the average number of items per package?** The average is 2.34 items per package but it has ranged from one paperback , CD or DVD to twenty-eight (28) children's books.
- 4. What is the average number of packages sent per day?** Thirty-three (33) but it is increasing each month. In March the average was forty-four (44). So far in April we've had a 60 package day.
- 5. What types of materials are being mailed?**
 - a. 78% Books; 58% Adult, 42% Juvenile
 - b. 22% DVDs; 76% Adult, 24% Juvenile
- 6. What kinds of packaging materials are used to mail materials?** We use our branded teal nylon bags for as many packages as possible. We use 7" and 10" Rigi bags for one or two DVDs; padded jiffy bags of various sizes when the nylon bags are too big or too small; and Baker and Taylor boxes when there are too many items for the 14" x 20" large Jiffy bags. Lessons learned? Don't buy all one size nylon bags and/or consider buying some of the gusseted type.
- 7. What is Endicia?** Endicia is one of several mailing software packages recommended by the USPS. The version we use (Professional) allows the linking of our ILS, Dynix Horizon, and borrower database directly with the postal software, the scale, and the label printer. Mailing label includes the library's return address, patron address and postage amount.

The six step process at BCLS is:
 - a. Enter borrower barcode on Horizon from Hold slip in item.
 - b. When borrower record comes up, check out the items.
 - c. Package items in appropriate envelope or nylon bag.
 - d. On Endicia software (Galaxy) enter patron barcode. Mailing address comes up.
 - e. Put package on scale, press print and apply mailing label to package.
 - f. Put package in USPS bin, place bins on loading dock.
- 8. What ILS do you use?** Our ILS is Dynix Horizon 7.32. There is no specialized Books by Mail module.