

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 \$42,387.23 (through February 2010). That is \$2.56 per package, or \$1.09 per item. This is up one cent per item since last March but there was a postage increase in May, 2009.
- 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?** Over the life of the program the average is 38 packages per day but over the last eight months the average is 48. Our largest per day total, in February 2010 was 60.
- 5. What types of materials are being mailed?**
 - a. 73% Books; 58% Adult, 42% Juvenile
 - b. 20% DVDs; 76% Adult, 24% Juvenile
 - c. 6% Audio
- 6. What kinds of packaging materials are used to mail materials?** We use our branded teal nylon bags for as many packages as possible. After using too many Rigi and padded jiffy bags when the nylon bags were too big or too small, we recently purchased some larger sized and gusseted nylon bags. These are working out great. It is still necessary to use padded or Rigi bags for single DVDs and CDs.
- 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. The 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.