

Sorting and Labeling Procedures for OWLS 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 the [OWLSnet Transit Slips Procedure](#).

Note: When sending materials in routing envelopes, please be sure to use the library's location name, rather than the old three digit van code.

Sending Materials to OWLS locations

- Place items for Appleton, OWLS, or libraries outside of OWLSnet into tubs labeled, "OWLS (Appleton)."
- Mark a full tub or bag for any OWLS location with the tub card (tag) for that library.
- Place items for OWLS locations that follow on your delivery route in tubs labeled "In-Route Sort."
- Place items for OWLS locations that do not follow on your delivery route in tubs labeled "Waltco Cort" 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 (Algoma, Florence, Kewaunee, Marinette, Oconto, Oconto Falls, Oneida, Shawano and Sturgeon Bay.) Mark a full tub or bag for any of these locations with the tub card (tag.)
- Place 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 items for all other NFLS locations in tubs or bags labeled "Waltco Sort."