

## Transit slips Decisions – Take Two

New text in blue

As of Friday, Jan 2<sup>nd</sup>, all OWLSnet libraries will have implemented Millennium's custom transit slips, which replace the pink and green transit slips. This seems to be a good time to clarify procedures for putting things in transit. Here are some questions we need to consider:

*Should we implement automatic transit slip printing?*

Currently, libraries have to answer yes (which just involves hitting the spacebar) to print a transit slip. It would be faster, and one less key stroke, if we agreed to automatically print transit slips, like we automatically print checkout receipts. This is a system-wide setting, and so would apply to all libraries. This option can be turned on by Innovative at our request.

*Should we require each item in transit to have its own transit slip?*

Some libraries are already starting to bundle things with the new transit slips. This won't work well if we implement automatic transit slip printing, since a slip will be printed out for everything. The advantage to bundling seems to be that it uses less paper (or perhaps there are other advantages?) The disadvantage is that if the slip falls out, or the rubber band breaks, it will be impossible to tell where some of the items are going.

OWLS recommends requiring each item to have its own slip, since if a bundle breaks, or a slip falls out, there is no way for Walto to tell where the item is going.

*Is it ok to bundle items together?*

If so – is there maximum physical size, or maximum number of items that should be bundled? OWLS recommends that all bundled items be the same size and type, and bundles be no more than three inches high.

*We agreed to insert slips up to the dotted line for books. Should books be rubber-banded to hold them together?*

Perhaps this should be optional? Sally recommends using a rubber band on flimsy books with CD-ROMs in the back to avoid cracking the CD-ROM.

*Should DVDs and CDs be handled the same way as books?*

We could agree to handle DVDs and books the same way as books. Or we could:

- Put the slip inside the case to the line and then put a rubberband around the case.
- Rubberband the slips onto the front of the case with one vertical rubberband
- Rubberband the slips onto the front of the case with two horizontal rubberbands
- Tape the slips to the front of the CD or DVD case.
- Wrap the slip around the bottom with the name facing up, half the slip on the front, and half on the back, and a rubberband around the slip.

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OWLS recommends that all CD and DVD cases be rubberbanded, or Walto should be relieved of the responsibility for replacing CDs and DVDs broken in transit.

*In order to keep the transit slips face up in the bins, should we agree that the slips should be placed in the book so they are legible from the front of the book?*

Since items are usually placed in the bins face-up, this would keep the transit slips face-up as well.

Are there any other things we should consider?

At the next AAC meeting on Jan 16<sup>th</sup>, we'll have had several weeks of experience with the new transit slips. Let's plan to discuss these questions and come up with some procedures we can all agree on.