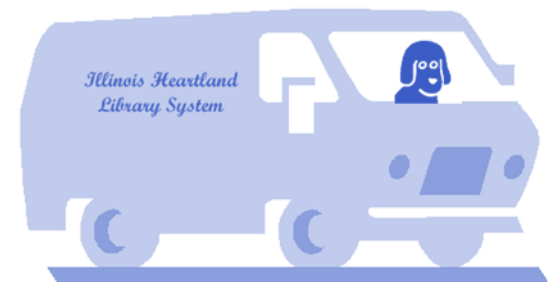


Delivery On the Go (D.O.G.)

GOAL: To more efficiently fulfill the needs of the library patrons by ensuring earliest availability of materials.

Books to be delivered to libraries that are stops after yours can be bundled together and sent as D.O.G. for same day delivery.

- Attach slip identifying items as a D.O.G. bundle
- Place the D.O.G. bundles near the tubs being picked up. **Do not** place D.O.G. bundles in the tubs because drivers will place the bundles in a bag when they pick up.
- Each item will still require a routing slip, even if it is bundled.
- Place all other library materials in tubs as is done currently (refer to Bundling Guidelines for additional information).



GUIDELINES FOR BUNDLING

Place a routing slip on each item.

Bundle same size items together to ensure the most efficient use of tub space.

Place a rubber band (or two, if needed) around each stack.

Carefully read each label before bundling. Some libraries have Branches and multiple schools buildings, each location needs to be bundled separately. If the labels do not match exactly, do not bundle the items.