



Library Services
15751 E. 1st. Ave. (ESC2)
Aurora, CO 80011
303-326-1864



Library Services

How to Send Materials to Library Services for Cataloging

We expect to return library materials to you, shelf-ready, within 30 *working* days from the time we receive the materials. Last year, we processed 100,000 items. To expedite matters, please help us to help you.

Arranging to have the boxes located in the building warehouse drop-off area would be most efficient. Be sure to use the shipping label (at the end of this document) on each box.

When requesting that boxes be picked up from your site when the regularly scheduled warehouse delivery is made, you will need to email Curt Humphrey cjhumphrey@aps.k12.co.us and cc: Carol Moran cgmoran@aps.k12.co.us

The email should include:

- contact name
- site name
- number of boxes
- exact location of the boxes

Each box should have a list containing:

- Your name and your school name
 - Box number and number of books in the box (example: box 2 of 3, 20 books)
 - An alphabetized list of titles (without articles, like: a, an, the)
 - Price of each book if it's not shown on the book
 - Any special instructions, such as using PROF or REF
 - If there is not an individualized, alphabetized list in each box, it could be placed aside until we receive a correct list.
- Boxes should not weigh more than 40 pounds. Normal boxes work fine; don't use huge boxes. If you can't lift them, then neither can we.
 - Please tape the boxes securely; do not just fold the flaps.
 - Tape the shipping label (below) to each box. Write in the box number and the total number of boxes included in the shipment (i.e., *1 of 6 boxes*), and the number of books in each box.

Please call Library Services at 303-326-1864 or x28451 if you have any questions.

Name: _____

Site: _____

#_____ of _____ boxes # of books in this box: _____

To: CATALOG SERVICES

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