

 **LinkPlus** Sorting Manual

Incoming Morning Link+ Delivery

A mixture of gray bins & clear plastic bags full of colored canvas bags. These bins & bags are full of items owned by other libraries that are holds for our patrons and our items being returned. The morning delivery will be brought down to CSD around 11 from our delivery service Tricor.



Outgoing Afternoon Delivery

This is a mixture of our patron returns and outgoing holds for other libraries. It will be packed in gray/red bins and large plastic bags of bags.



Incoming Afternoon Blue Bins

These are bins that delivery drivers bring from our 28 branches. They are full of our patron returns and outgoing holds for other libraries. They are sorted onto the numbered wall.



CSD 27 Branch Bin Sort Area

At the front of CSD are 28 blue bins marked with green branch 3 letter codes. This is where SPL patron holds will be sorted from the gray bins & colored bags. The blue bins are arranged in alphabetical order.



ARC	GAL	POC
ARD	ISL	RAN
CAR	KIN	RIO
CHS	MCC	SOU
COO	MCK	SYL
COU	NAT	VAL
DEL	NHI	WAL
ELK	NNT	WAN
FAI	NSA	CAR
FRA	ORA	SYL

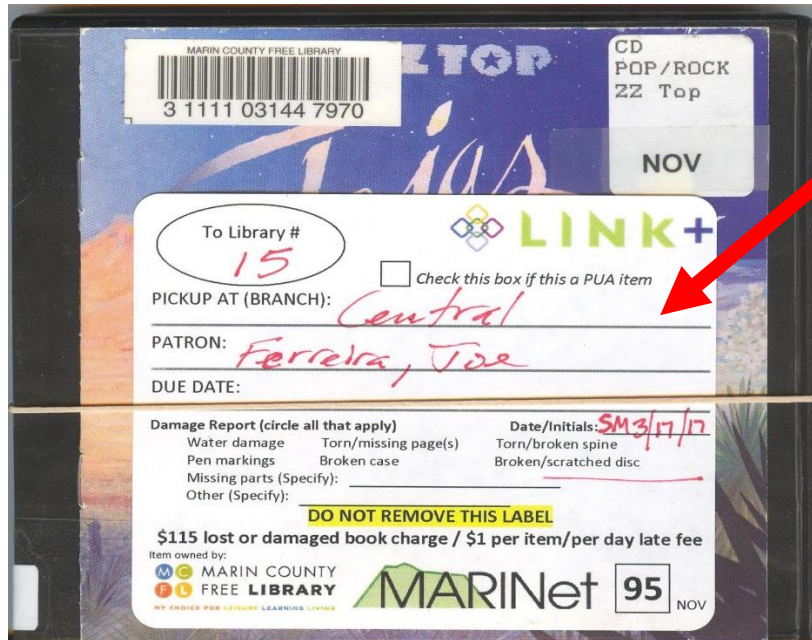
Sorting Wall

The sorting wall is where the afternoon blue bins will be sorted. They are organized by library number. The wall starts with Alameda #10 and goes through #966. The piles will then be sorted into gray bins and colored canvas bags in the afternoon. Numbers 95, 54, 49, and 19 are on the bottom row as we will always have a bin for them on the electric cart.



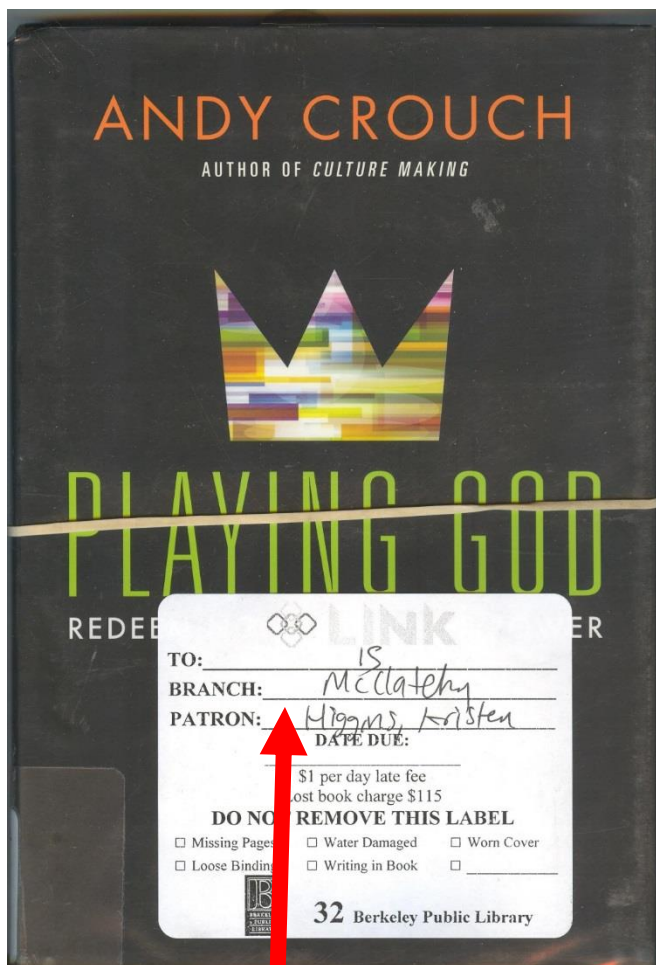
Central Holds

Central Link+ holds are placed on the middle Central cart next to the CSD check in station. They are placed on the bottom shelf of the middle cart. They will have Central written on the Branch line of the Link+ label.



SPL Patron Holds

SPL patron holds are sorted by branch into the blue bins. The branch can be found on the book label. If the label only says Sacramento but does not list a branch check the paging slip inside of the item for the branch location. If an item has no paging slip and does not list the branch ask Katelyn or Michael to look up the branch.



03/18/2017

An INN-Reach request has been placed on the following item:


Shelving Escalon
Call Number: FIC HOW
Volume:
Author: Howard, Linda,
Title: Almost forever
Barcode: 50000006132186
Record#: i20835711
Owning Library: 605 North El Dorado Street
Stockton, CA 95202

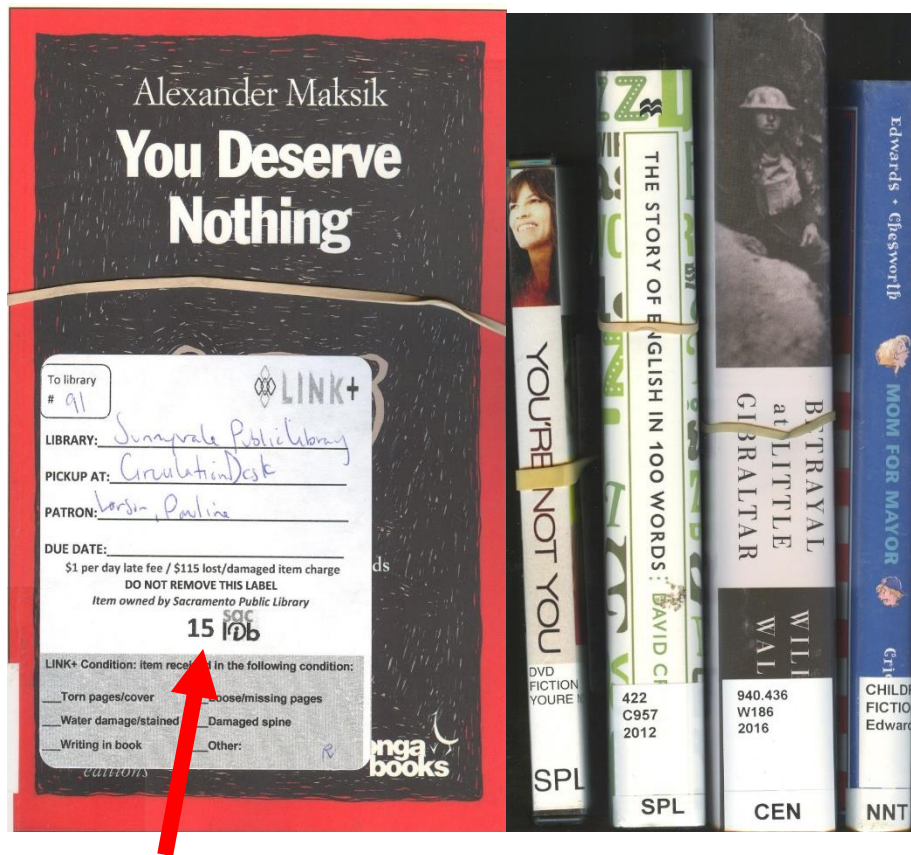
Please pull this item and send it to the patron at the library location listed below:

Name: GULLA, KELLY J
Patron Type: LINK+ Media Borrower (fines)
Institution: 15 - Sacramento PL
Delivery Stop: 15 - Carmichael
Pickup At: Carmichael

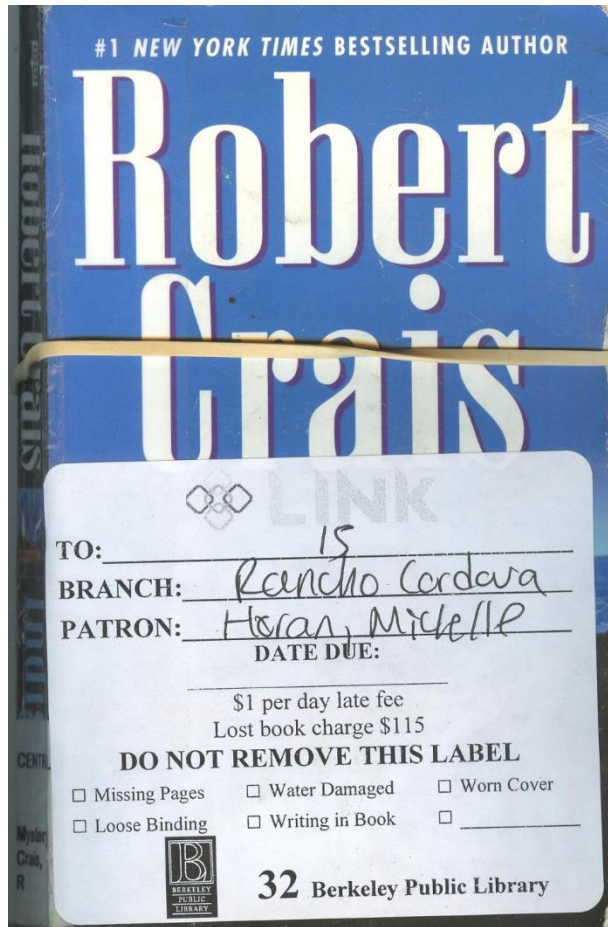
A red arrow points from the 'Carmichael' pickup location to the 'Carmichael' pickup location in the text to the right.

Sacramento Public Library vs. Other Library items

All items owned by Sacramento Public Library have a barcode that starts out 33029. The spine will always have a 3 letter designation on it. The spine will either say SPL, CEN, or one of our branches. The Sacramento Link+ number is #15. All items owned by us that are going out or returning will have a book label with this  next to our number 15.



All items not owned by Sacramento will have a different barcode and a different Link+ label. In the “To” field it will either say 15, Sacramento, Sacto, SPL, or some variation of these. In the branch field it will list one of our 28 branches.

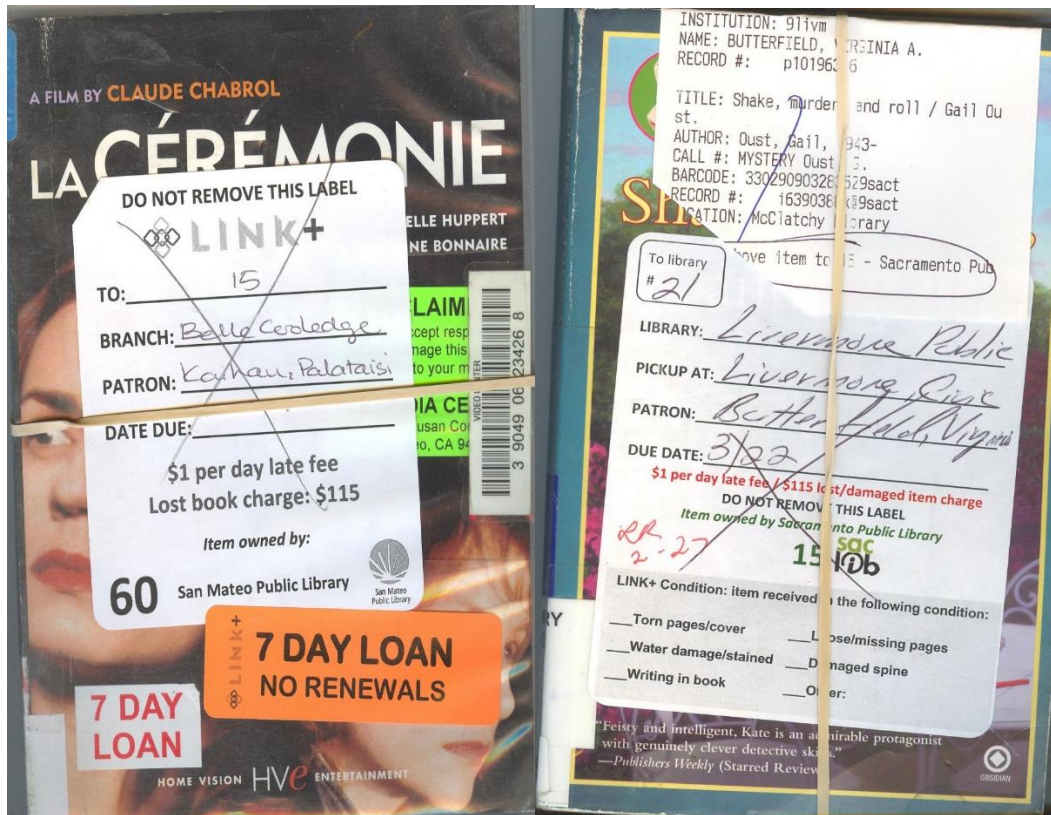


Return vs. Hold

There are several key factors that will let you know if an item is a hold or a return.

Return	Hold
X or other mark through the label	No X or mark through the label
Possible staff initials or date in the bottom corner of the label	No staff initials or date in the corner
Possibly no paging slip inside item or a paging slip with a date from 1 month ago	Paging slip inside with a date that is within 5 days of the current date.
Return receipt sticking out or taped to the book	No return receipt

Items that are returned should have book labels that are crossed out in some way. There should not be a paging slip inside of the book. They may also have a return receipt sticking out of or taped to them.



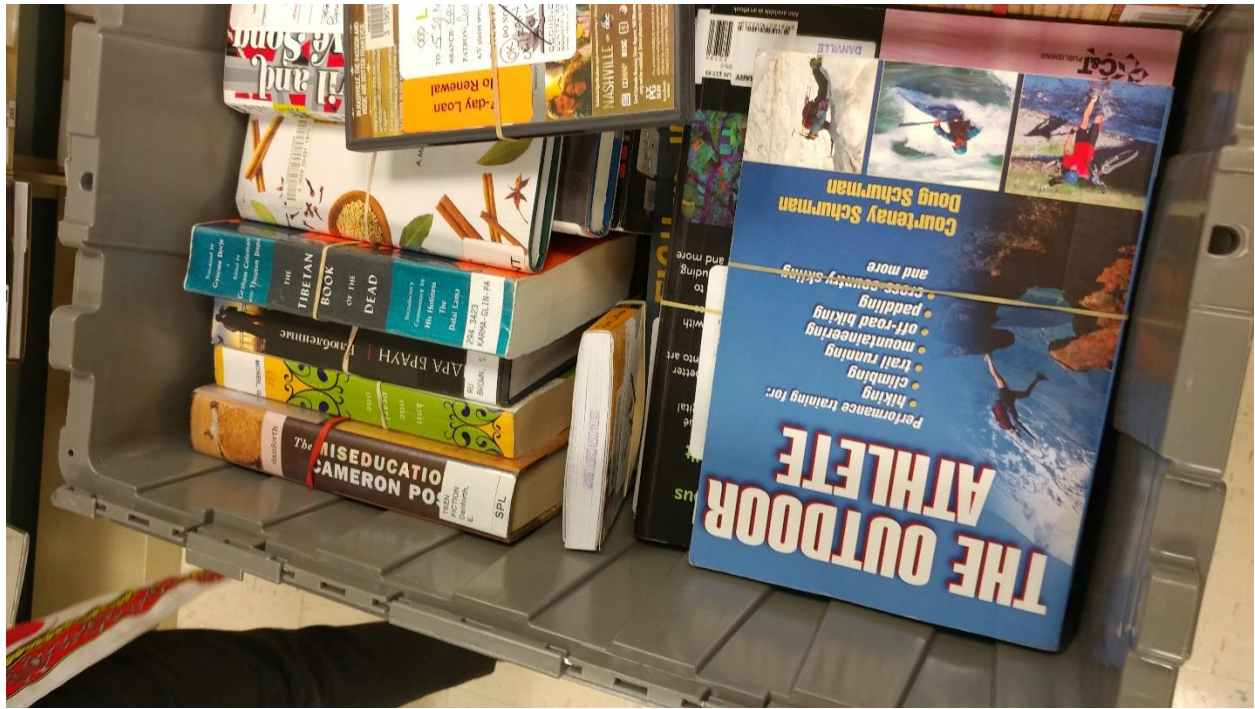
If it is hard to tell if an item is a return or not there are some things to consider. If the item is not owned by us and was in a gray bin of outgoing non Sacramento holds mixed with our patrons returns then it is probably a return. If the item is in a gray bin and owned by Sacramento but not crossed off check the paging slip. There is a chance it could have been misrouted and the item never filled the hold.

How to Pack a Bin



These photos are examples of properly packed bins.

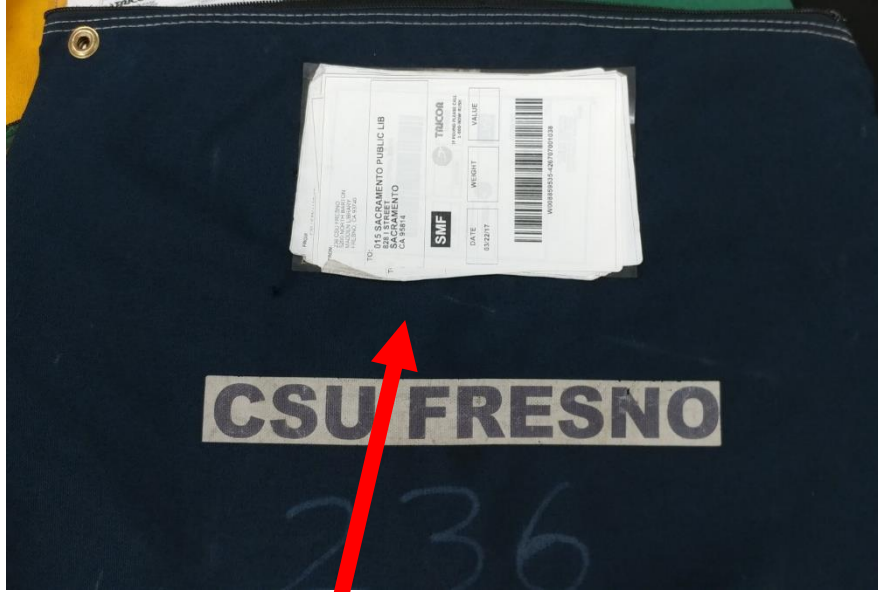




This is an example of an improperly packed bin. Items should be packed flat not on their spine or side.

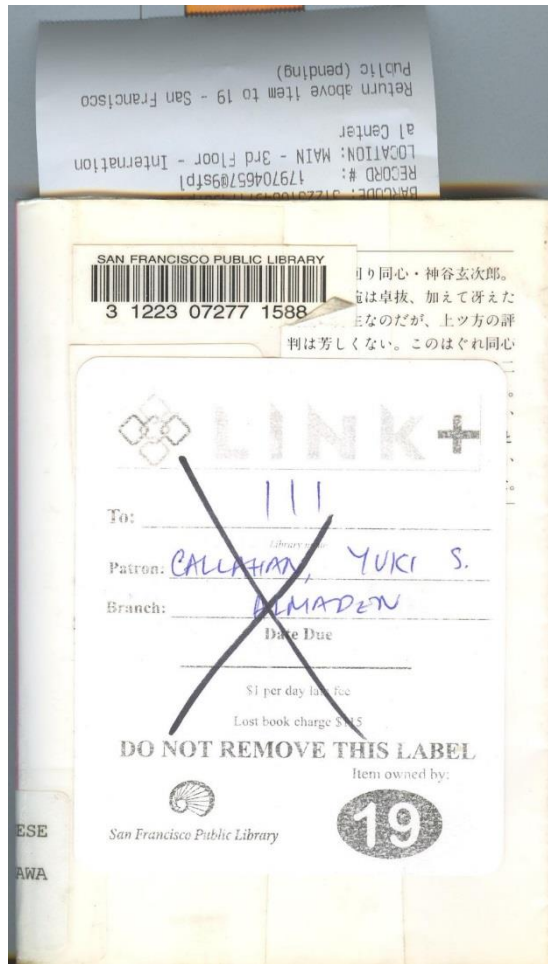
Where to place a shipping label





Misrouted Items

Sometimes items will get misrouted to us. The most common is Yolo County items getting sent to us and vice versa. They are number 51 and we are 15. In the example below an item owned by San Francisco #19 was sent to #111. When #111 returned the item it got sent to Sacramento by mistake. This would go in a #19 bin.



Supplies



Canvas bags - These are used to pack up books/media when there are not enough items to fill a gray bin. All canvas bags must be zip tied with a shipping label on the outside then placed in a large clear plastic Tricor bag. Use up other libraries bags before using #15 Sacramento bags. All items must correspond to the bag if not owned by Sacramento. All #51 items go in a #51 bag. If we are out of other library bags then items can go in #15 Sacramento green bags.





Gray Bins – When there are enough holds and returns to send out they will go in a gray bin. Use any bin owned by a different library first before you use a #15 bin. The items you put in a bin must correspond to the bin # if it is not owned by Sacramento. 82 items go in an 82 bin. Sacramento #15 bins can be used when we have run out of other library bins. Each bin will only have one numbers items in it. All of #36 will go in one bin.



Red Bins- Red bins are to be used for piles that are too large for a bag but not large enough for a gray bin. They are perfect to use for a stack of items that is mostly media.

FROM: 015 SACRAMENTO PUBLIC LIB 826 J STREET SACRAMENTO, CA 95814 916-264-2866	TO: LAX 465 MT. ST. MARY'S DOHENY 10 CHESTER PLACE MCCARTHY LIB-DOHENYCAMPUS LOS ANGELES CA 90007 213-477-2753	FROM: 015 SACRAMENTO PUBLIC LIB 826 J STREET SACRAMENTO, CA 95814 916-264-2866	TO: LAX 465 MT. ST. MARY'S DOHENY 10 CHESTER PLACE MCCARTHY LIB-DOHENYCAMPUS LOS ANGELES CA 90007 213-477-2753				
TRICOR IF FOUND PLEASE CALL 800-NOW-RUSH		TRICOR IF FOUND PLEASE CALL 800-NOW-RUSH					
MOVE#	DATE	WEIGHT	DECLARED VALUE	MOVE#	DATE	WEIGHT	DECLARED VALUE
428706-001-021	03/20/17			428706-001-021	03/20/17		
TRACK ID: W008850726-428706001021				TRACK ID: W008850730-428706001021			

FROM: 015 SACRAMENTO PUBLIC LIB 826 J STREET SACRAMENTO, CA 95814 916-264-2866	TO: LAX 465 MT. ST. MARY'S DOHENY 10 CHESTER PLACE MCCARTHY LIB-DOHENYCAMPUS LOS ANGELES CA 90007 213-477-2753	FROM: 015 SACRAMENTO PUBLIC LIB 826 J STREET SACRAMENTO, CA 95814 916-264-2866	TO: LAX 465 MT. ST. MARY'S DOHENY 10 CHESTER PLACE MCCARTHY LIB-DOHENYCAMPUS LOS ANGELES CA 90007 213-477-2753				
TRICOR IF FOUND PLEASE CALL 800-NOW-RUSH		TRICOR IF FOUND PLEASE CALL 800-NOW-RUSH					
MOVE#	DATE	WEIGHT	DECLARED VALUE	MOVE#	DATE	WEIGHT	DECLARED VALUE
428706-001-021	03/20/17			428706-001-021	03/20/17		
TRACK ID: W008850741-428706001021				TRACK ID: W008850752-428706001021			



LOCATION	NUMBER CODE								
Alameda County Libraries									
Napa Main Library	11								
Napa American Canyon Branch	11								
Napa Calistoga Branch	11								
Napa Yountville Branch	11								
Napa Valley College	11								
Solano Community College	11								
Sacramento Public Library	15								
San Francisco Public Library	19								
Livermore Public Library	21								
San Mateo County Library	29								
Berkeley Public Library	32								
Amador County	38								
Calaveras County	38								
Colo County	38								
Stanislaus County	38								
Lodi County	38								
Tuolumne County	38								
Stockton San Joaquin County Public Library	38								
Palo Alto City Library	43								
San Diego County Library	49								
Yuba County Library	51								
Contra Costa County Library	54								
Redwood City Public Library	57								
San Mateo City Public Library	60								
Mountain View Public Library	65								
Oakland Public Library	72								
Hayward Public Library	76								
Santa Clara City Library	82								
Pleasanton Public Library	87								
Sunnyvale Public Library	91								
Belvedere-Tiburon Library	95								
Larkspur Public	95								
Marin County Library/MARINET	95								
Mill Valley	95								
San Anselmo Library	95								
San Rafael Public Library	95								
Sausalito Public	95								
College Of Marin	96								
Richmond Public Library	96								
Alliant International University - Fresno	100								
San Jose State Public Library	111								
Alliant International University - Los Angeles	133								
CSU East Bay	144								
Alliant International University - San Diego	168								
Arizona Pacific University	177								
University of La Verne	199								
Cal Poly San Luis Obispo	201								
Alliant International University - Sacramento	224								
CSU Fresno	236								
CSU Long Beach	247								
La Sierra University	263								
Sonoma State University	285								
Mission Community College	294								
Occidental College	300								
Mount St. Mary's College - Chalon Campus	313								
Pacific Union College	327								
Alliant International University - Irvine	338								
Santa Clara University	341								
San Francisco State University	392								
West Valley Community College	362								
CSU Stanislaus	379								
Loyola Marymount University	383								
Cal Poly Pomona	395								
University of Nevada, Las Vegas	403								
Riata University	414								
Loma Linda University	426								
University of Redlands	450								
Mount St. Mary's College - Doheny Campus	465								
Alliant International University - San Francisco	468								
California Maritime Academy	560								
San Joaquin Delta College	610								
Fresno Pacific University	708								
University of Nevada, Reno	775								
University of San Francisco	800								
Academy of Art University	845								
Saint Mary's College of California	928								
Whittier College	966								

Shipping Labels – These are organized by library number starting with Alameda #10 all the way through #966. There are four labels to a sheet and one is to be used per bag/bin. When they get down to one sheet of four left please mark the checkoff sheet so that more can be printed.



Manila Envelopes - All media (CDs, DVDs, Tapes, VHS, Playaway) must be placed inside manila envelopes then a rubber band placed around the outside. This is mandatory if items are going into a canvas bag, but not if they are going in a gray or red bin.



Packing Materials – These are used to fill the top of gray or red bins to protect the items if a bin is not full.



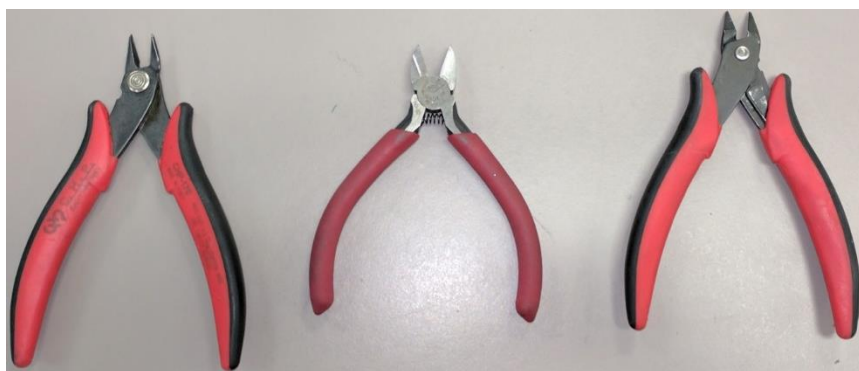
Tricor Shipping Bags – These are used to ship all of the colored canvas bags. One shipping bag can be reused multiple times until it has too many holes in it.



Zip Ties – These are used to secure bags and bins. Two zip ties per bin and one for every bag. The large clear Tricor bags require one zip tie to secure them.



Rubber bands - Each item that is sent back must have a rubber band around it. Media that is placed in a manilla envelope needs a second rubber band.



Clippers - These are used to cut zip ties. Never use scissors to cut zip ties.



Return Cart – This cart has a blue strip down the side and it is used for placing items owned by Sacramento Public Library. If it is a return and says SPL/CEN on the spine then it goes on this cart. Once it is full any other cart may be used to place returns.

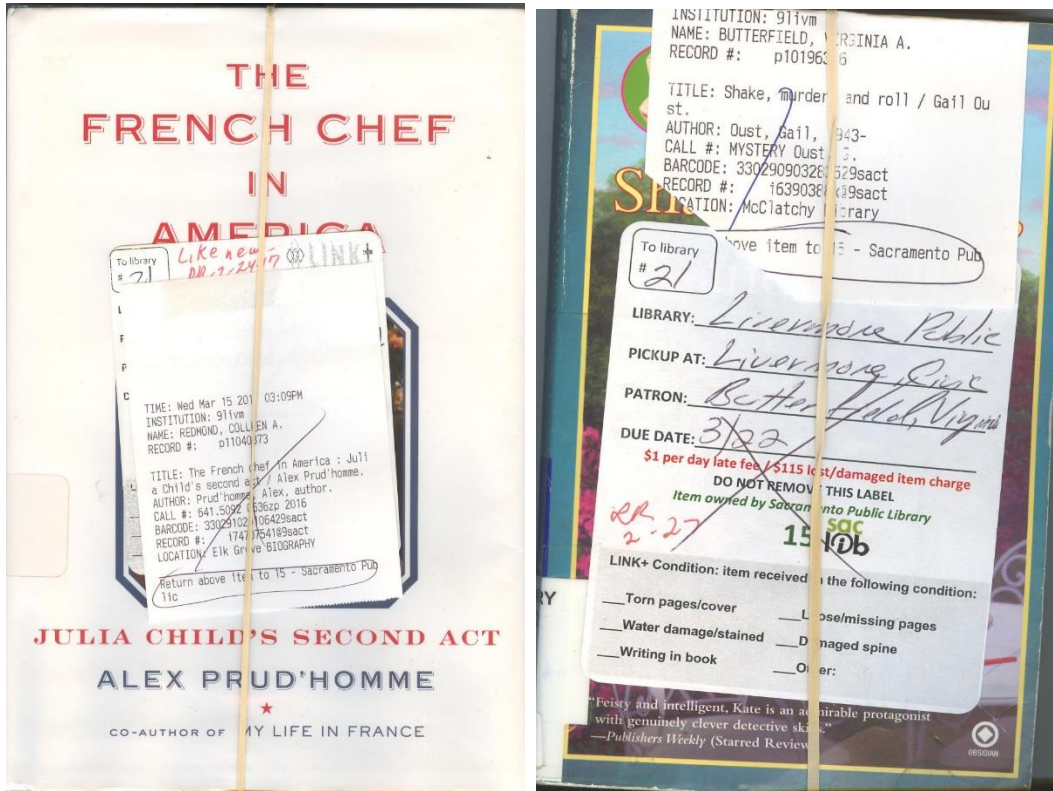


Garbage Can/Wheeled Table – The garbage can is for all of the cut zip ties, empty shipping label sheets, old shipping labels taken off the bags and any other trash that accumulates during the day. The wheeled table can be moved and used to help with Link+ sorting functions as needed.



Electric Cart – The electric cart requires a half hour training to use. Please see Shari if you have not been trained on how to operate it. The cart has the function to go backwards and forwards as well as up and down. For our purposes it will be in the farthest down position when fully loaded then slowly raised as it becomes less full.


Oddities



Sometimes libraries will print a return receipt and tape it to the outside of the book. Treat it as a regular return.

POP/ROCK
Healey, Jeff

03/15/2017

 LINK+

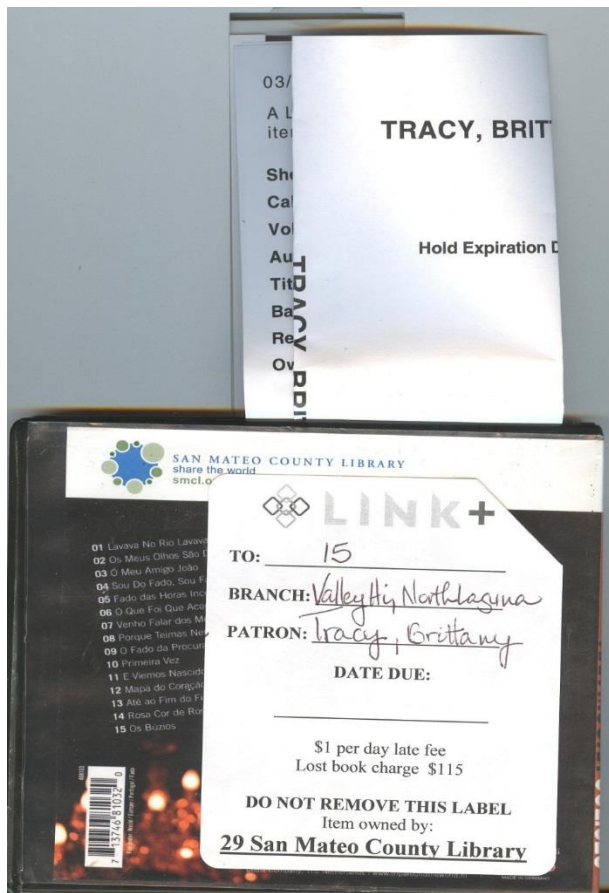
A Link+ request has been placed on the following item:

Shelving Pacifica-Sanchez CDs
Call Number: CD POP/ROCK
Volume:

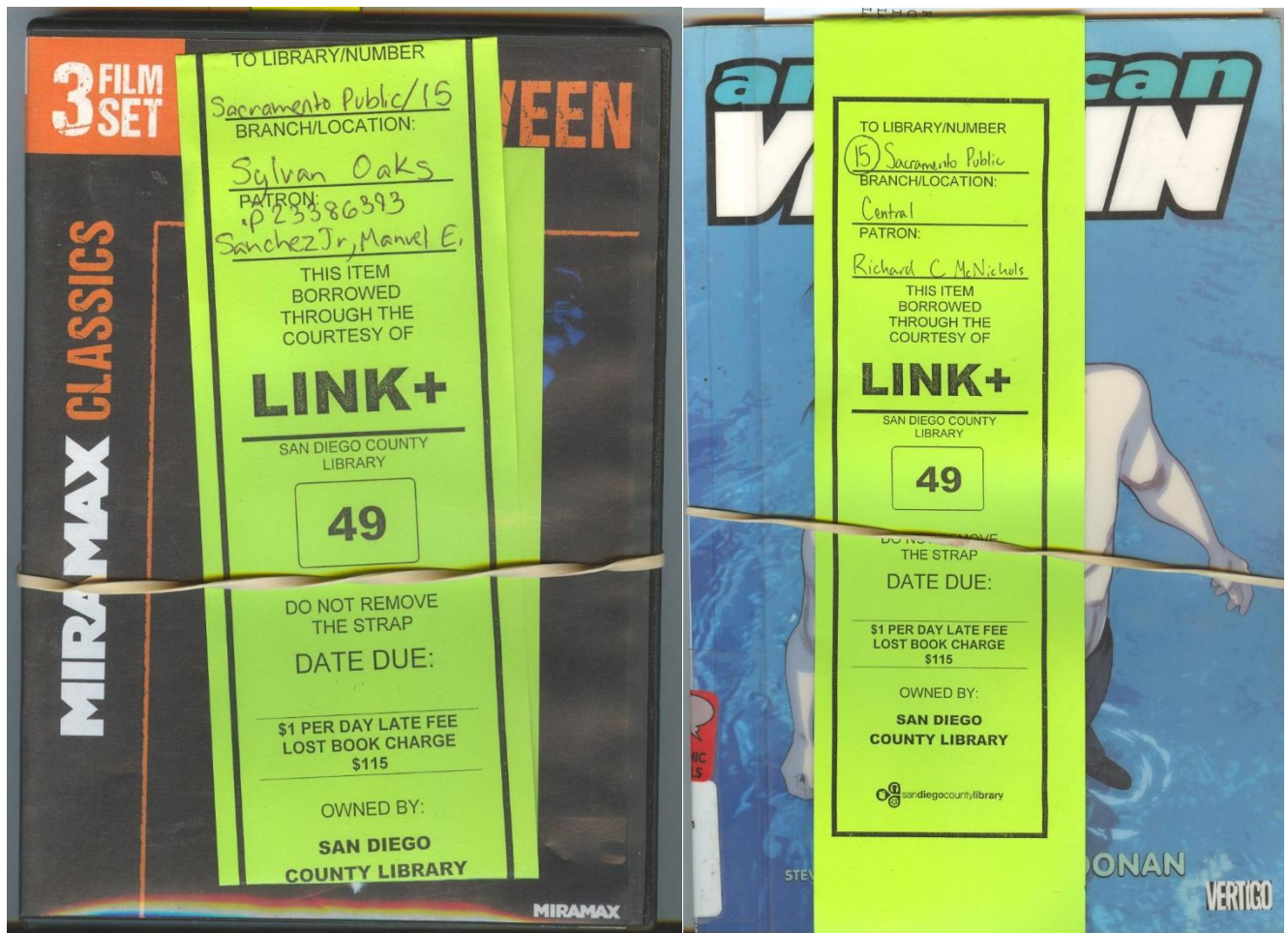
Author: Healey, Jeff,
Title: Heal my soul
Barcode: 39041100394542
Record#: i67182859
Owning Library: Pacifica – Sanchez Library
1111 Terra Nova Blvd.
Pacifica, CA. 94044

Please pull this item and send it to the patron at the library location listed below:

Some libraries will wrap the item in the paging slip. This slip will still tell you where the item is going, or you can move it slightly to look at the label underneath.



The paging slip should be folded up inside of all media but some libraries or staff will stick it out of the case. Treat this as a normal hold.



Most libraries use white labels on the outside of books. Some libraries use green book straps. Treat these as you would a white item label.