Pre-sorting Tips for Member Libraries

**Definition:**
Pre-sorting is the process of separating items in transit for the remaining stops on your route from all outgoing items in transit.

**Key Points to Remember:**

1. Always pre-sort for your next MHLS scheduled delivery day and remember to factor in MHLS holidays.

2. Use a bin(s) for items not going to remaining stops on your route and use a bin(s) for pre-sorted items going to the remaining stops on your route.

3. Individual bins for each stop remaining on the route are not needed. Pre-sorted items, which should be bundled together for the same stop, can all be placed in the same bin(s). Please mark the pre-sorted bin with a Post-it Note or other signage to help the driver.

4. Schedules by day can be found at the link below to be used for placement above your pre-sort bin(s):
   https://midhudson.org/topics/resource-sharing/delivery/

**Holidays:**
MHLS is closed and there are no deliveries on the following holidays (please see the [MHLS Calendar](https://midhudson.org/topics/resource-sharing/delivery/) for specific dates):

- New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day