

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.



Outgoing Transit Items



Pre-Sorted Transit Items to Remaining Stops on 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](#) 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