

## Forward Sorting Tips for Member Libraries

### **Definition:**

Forward 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 Forward Sort for your next MHLS scheduled delivery day and remember to factor in MHLS holidays.
2. Use separate bins for materials returning to MHLS and Forward Sorted materials going to the remaining stops on your route. Individual Forward Sort bins for each stop remaining on the route are not needed and all Forward Sort materials can be placed together in one bin or bins. If you'd like to individually bundle or stack materials for each library remaining on the route in the Forward Sort bin that would be helpful but not necessary.
3. To differentiate between the MHLS and Forward Sort bins, a note can be placed on or near the Forward Sort bins.



***Outgoing materials to MHLS***



***Forward Sorted materials to Remaining Stops on Route***

4. Schedules by day can be found at the link below to be used for Forward Sorting.

<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
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day