

## Yale University Library Guidelines for Packing and Shipping Collection Items By University Staff

The following guidelines are to be used only when moving materials from:

- One campus location to another by non-shipping room staff member; or
- Donor location to campus by non-shipping room staff member(s) or via shipping company.

The packing instructions are **not** to be used when shipping collection materials for loans or when there is a formal courier. If walking between campus locations, please do not move collection materials during inclement weather. For information about insurance coverage during transportation between Yale facilities, please see [Insurance Coverage for Transportation of Special Collections Materials Between Yale Facilities](#)

- **Create an Inventory List of Package Contents.** Place one copy in the box and keep one copy for reference.
- **Wrap Collection Items Well.** Items should be wrapped to guard against possible moisture damage, shock, and dents/ punctures. Collection items should be wrapped in acid-free tissue or paper, and then wrapped with plastic bubble wrap. Tape should be used only on the bubble wrap to prevent the tape from sticking to the collection items. Books should be packed spine down side by side, with filler material like crumbled paper or rolled bubble wrap in the empty spaces to prevent tipping and shifting of the books. Oversized books should be packed flat.
- **Use Sturdy Shipping Boxes.** Boxes should be solid enough to protect its contents - free of dents and deformations.
- **Ask that the Receiver of the Package Does the Same.** Include packing instructions (excerpts from this document are fine) so that the receiver knows to take the same precautions with the collections materials.

If sending via commercial carrier after packing donor collection:

- **Secure Proper Insurance Coverage for Contents.** Most shipping companies have a flat rate for insurance coverage. If your contents are irreplaceable or valuable, you should consider increasing your coverage. For more information about insurance coverage of collections, please see [Insurance Coverage for Collections Using a Commercial Carrier](#).
- **Send the Package at the Beginning of the Week.** If you are concerned about the package being left unattended or in a warehouse, ship the package Monday through Wednesday to ensure arrival during the work week.