



MOBIUS COURIER REQUIREMENTS

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Effective/Updated Date:
7/1/15

Subject: Pick-Up And Delivery Requirements
Policy #: 1.0

I. PURPOSE

To document an understanding and acceptance of all pickup and delivery requirements for MOBIUS libraries.

II. POLICY

1. All locations require a stop on their service days regardless of whether there is anything to pick up or deliver at the location.
2. All locations will have their own fixed barcode the driver will scan if there's nothing to deliver or pickup.
3. All items requiring transport, regardless of the number of containers, must be picked up.
4. No items may be left behind.
5. Scheduled pick up times must be adhered to with minimum fluctuations.
6. Driver must notify dispatch immediately if there is a delay or other issue that prevents a timely pick up or delivery.
7. Items are to be transported in totes with lids attached at all times. No totes should be transported without lids.
8. All items with MOBIUS labels and barcodes must be scanned at pick up and deliver, no exceptions.
9. Should an item be destined to an upcoming location on a particular route, the sending library will notify the driver and the Driver will deliver the item same day.

I fully understand the above pickup and delivery requirements.

SIGNATURE

DATE

PRINTED NAME