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Best Practices When Shipping Materials U.S. Cargo

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Over the years, shipping materials via U.S. Cargo has been a hot topic for discussion. Does your staff need to know the best way to handle materials that have been returned damaged, covered with rubber bands or tape, or are in mislabeled and misshipped bags? Then please share with them the [Best Practices When Shipping Materials U.S. Cargo Handout](#). Serving Every Ohioan (SEO) Library Center has compiled many procedures, tips and tricks to keep cargo running as smoothly as possible. Some procedures and policies in the handout reference the SEO Consortium libraries. However, guidelines for packing, mailing labels, listserv subscriptions, daily bag count and customer service complaint procedures would pertain to all Ohio Libraries using U.S. Cargo.

