

BOARD POLICY LETTER

30 AUGUST 1962

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SHIPPING RUNDOWN

The following general rundown on storing and shipping books was written by Book Admin, in Washington DC. It may be used as a guide in other orgs.

1. When books arrive from the printers, they should be packaged in bundles of 10, 15, or 20 at the most. In case of very thin books such as E-Meter Essentials, they may be bundled in packages of 30. (This will assure that these books don't get sent out "loose". Boxed in bundles, even if the box breaks, the books won't get damaged. Also, this keeps the box from getting torn up as the books don't shift in the package.) Also, books stay clean.
2. When books have dark covers on one side, light on the other, they must be separated from one another with tissue, or packed so that only the light side is against the light side. When bundled in packages of 10, 20 or so, the bundle must be tight and taped up.
3. For stock, in storing books, they first should be bundled and then stored FLAT. They must be, in each bundle, with half the bindings on one side, half on the other. This will make a FLAT bundle, and square up nicely, so they will stack well. The title, abbreviated, with the number of copies noted on the ENDS of the package. Example: Problems of Work, 10 copies would be - POW 10c.
4. In the stock room all books of one title should be stored together. All stored flat in one section, by title. A narrow space should separate each section. Shelves 18" or so apart are about right. No books should be stacked on end, as this breaks the bindings. For example: 600 copies of Problems of Work would take up one section, one bundle on top of the other arranged with 20 copies in a bundle, one bundle on top of another three deep and four high in about 3½ rows. A narrow space separates this bunch from the next section.
5. Storage room should be kept dry as moisture yellows the paper. No books should be stacked on the floor at any time. The bottom shelf should be at least 3" off the floor.
6. In the case of large volumes such as Science of Survival these should be wrapped at the printers, 10 copies to a bundle and the bundles should be re-inforced with tape before shipping. If light weight wrapping paper has been used in bundling these, they should be re-wrapped and taped up tight, each bundle, before shipping, if shipped in tens.

NOTE: A LOOSE BUNDLE IS A WASTE OF TIME. WHEN WRAPPING UP BOOKS, DRAW THE PAPER TIGHT, AND TAPE IT SUFFICIENTLY SO IT WILL HOLD. IF LOOSE, TIGHTEN THE BUNDLE WITH TAPE.

7. For shipping books, the bundles are first wrapped together in paper, if by parcel post, in packages weighing no more than 11 pounds. The package containing say, three bundles of 10 each Problems of Work or other title, is then padded with newspaper or single thickness cardboard or other padding - which is taped up tight. The package then must be wrapped in paper, at least 4 layers if the paper is at all light. The paper must be pulled tight, just short of tearing, then taped lengthwise on the bundle. The padding should extend at least two inches over the end of the books. The outside paper should extend at least 8" over the ends of the books so that when folded for tying, it will act as padding itself, and protect the ends of the parcels.

The string used for tying should go around the bundle, across the width of the books, and be pulled tight so that it cuts into the padding just short of cutting into the books themselves.

One wrapping of string across the center of the books, going around the package three times and pulled very tight, alone will hold better than one thickness going across the package in 5 or 6 directions, if loose.

After the string is put on the package so that it will definitely be tight, across the width of the bundles, in the package, a single strand of string going across the ends of the package, both ways to keep the ends closed, completes the package.

NOTE: Customs investigates by opening the ends of the package. If the string across the ends is only one thickness, and the ends are relatively open and free of padding, customs people don't damage the books by prying. They simply rip the end of the package open, then after seeing the ends of the books, they stuff the paper back in the opening and tape it up. When there is a lot of paper left extending over the ends of the package when putting it together it acts as padding when it is tied down, is easy to loosen and put back together.

8. Odds and ends, and discarded boxes should not be used to wrap up books, as an expedient. Books should be wrapped up in tried and proven ways so that they are sure to arrive in good order.

9. When a good sound carton or box is used to package books, the bundles of books should be put in the carton or box intact. Books are not to be used as padding for other books. If something is needed for wedging in the bundles, newspaper wadded up, or cardboard wedges should be made.

10. Use only padding which will retain its elasticity or which will not break down. Wadded newspaper will retain its elasticity as will single thickness cardboard or other waste paper. Corrugated cardboard packing material breaks down badly in transit.

NOTE: Tapes shipped wrapped in corrugated cardboard padding and a layer of wrapping paper arrive after transit across the Atlantic, in worse shape than when they are sent with no padding at all. The corrugated cardboard referred to here is that unstressed type used for padding. The corrugated cardboard that is stressed, as sandwiched between two layers of paper, does hold up nicely, and is excellent for padding.

11. When shipping books ship freight, use wooden boxes or heavy cartons. Use steel strapping, pack the box tight. ANY SHIFTING WILL WRECK A CARTON. Mark plainly, "use no hooks".

12. In shipping, use re-inforced tape for cartons going by ship. Re-inforce the carton with it.

13. In shipping books, use string to tie things tight! Use tape to keep flaps down, and re-inforce bundles and packages.

14. Never completely seal up overseas shipping. Leave one end that can be completely opened. Tie it up, but don't seal completely with plastic or anything else. If the books inside are bundled properly, there is no need for sealing against moisture. When sealed packages arrive, they are torn open to be inspected, and generally at the wrong end.

15. Use plenty of tape and string and paper. It is cheap and if it saves one book from damage, it pays for itself 5 times, even when you use a lot of it.

16. A general shipping note is: when books are shipped in small quantities regularly, no shortage develops, shipping can handle the flow, the packages don't hang up in customs. Where possible, this should be done. A large amount of anything tends to hang up in customs.

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