



Welcome to the 2022 edition of the RIDES Wall of Shame.

The images you are about to see are real.
The names have been removed to protect the innocent.



It is estimated that about **15,000** items are sent through RIDES each day.

THANK YOU for all of your efforts to safely get materials to their destinations without incident.

Unfortunately, sometimes things go wrong, so please be sure you are following the correct packaging procedures.



Amazon Prime Bubble Mailers



These are too busy and can get mixed up with other items the courier delivers. Turn them inside out before reusing them, but make sure they are not dirty!



Scrap Paper

It is great to use scrap paper, but do not print paging slips on paper with personal information!

PAYER'S name, street address, city or town, state or province, country, and ZIP or foreign postal code		1 Gross distribution	OMB No. 1545-0119	
[Redacted]		\$ 5000.00	2017	
		2a Taxable amount		
PAYER'S federal identification number		\$ 0.00	Form 1099-R	
		2b Taxable amount not determined <input checked="" type="checkbox"/>	Total distribution	
RECIPIENT'S identification number	[Redacted]	3 Capital gain (included in box 2a)	4 Federal income tax withheld	Copy 1 For State, City, or Local Tax Department
RECIPIENT'S name		\$	\$	
Street address (including apt. no.)		5 Employee contributions / Designated Roth contributions or insurance premiums	6 Net unrealized appreciation in employer's securities	
City or town, state or province, country, and ZIP or foreign postal code		7 Distribution code(s) <input checked="" type="checkbox"/> IRA/SEPI/SIMPLE	8 Other	
[Redacted]		9a Your percentage of total distribution	9b Total employee contributions	
10 Amount allocable to IRR within 5 years	11 1st year of desig. Roth contrib.	12 State tax withheld	13 State/Payer's state no.	14 State distribution
\$		\$		\$
Account number (see instructions)		15 Local tax withheld	16 Name of locality	17 Local distribution
		\$		\$
		\$		\$



Audio/Visual Materials

A/V materials must ALWAYS be packaged!

Here are some that were improperly sent in RIDES.





More Audio/Visual Problems

If you don't have a box to send A/V, then package it in two bubble mailers. This helps to cushion the item while in delivery.

A single layer of plain bubble wrap is not a substitute.





Even More Audio/Visual Problems



Not only was this sent without a package, but it did not have a RIDES shipping label.

If it had been damaged in delivery, then the sending library would have been financially responsible since it was not properly packaged.



Cross Out Old Labels

The courier also delivers for USPS, among others.

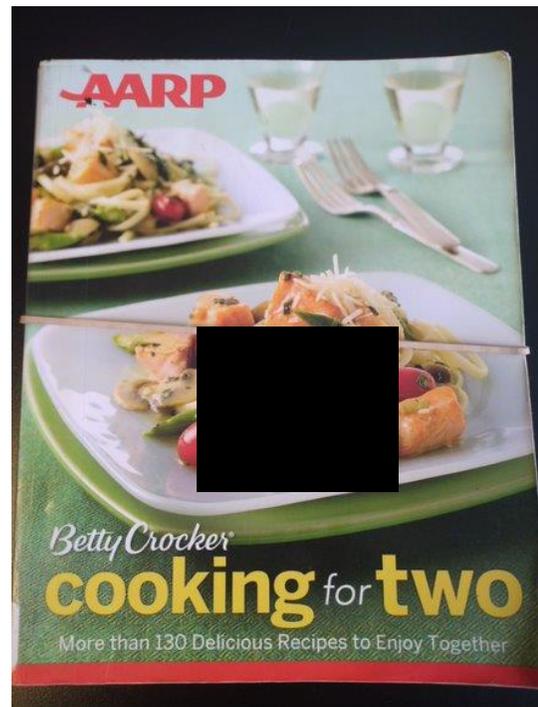
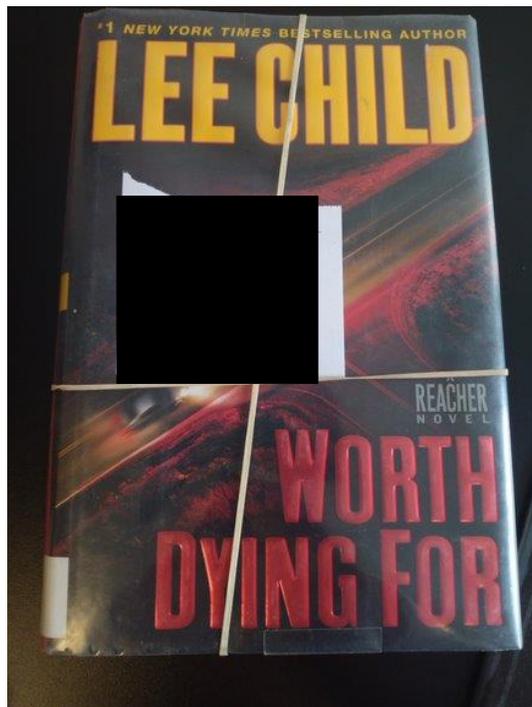
Therefore, it is important to remove or cross off all old labels and barcodes to ensure RIDES materials do not get mixed in with their other customers.

Getting mixed up with other courier materials could ultimately delay delivery of the item.





Rubber Bands



The sender did not use enough rubber bands, or they used thin rubber bands that broke in delivery.

Clearly TOO MANY rubber bands!



Books Sent as No Pack



These books belong to PACK libraries, but they were sent in RIDES as NO PACK.

If they had been damaged in delivery, the sending library would have been financially responsible.



Package Properly!



The sending library had good intentions, but the item simply does not fit inside of the bubble mailer.

Again, the sending library would have been financially responsible if it had been damaged in delivery.



Tape/Sticky Stuff

Do not use tape/sticky stuff on items that do not belong to your library.

Poster putty was used to stick the paging slip to this book before it was sent back to the lending library.



Send Items with the Right Courier

This envelope was intended for inter-departmental mail, but unfortunately it spent some time in RIDES.

A photograph of a yellow envelope with a routing slip. The routing slip is a grid with three columns and multiple rows. Each row has labels for "Name" and "Dept." in each column. The top of the slip has the text "INTER-DEPARTMENTAL MAIL" and "Cross out previous address. Use repeatedly until all spaces are utilized." A large black rectangular redaction covers the first column of the routing slip. There are several small circular marks on the slip, including one in the second column, second row, and another in the second column, eighth row. The envelope is placed on a light-colored surface.

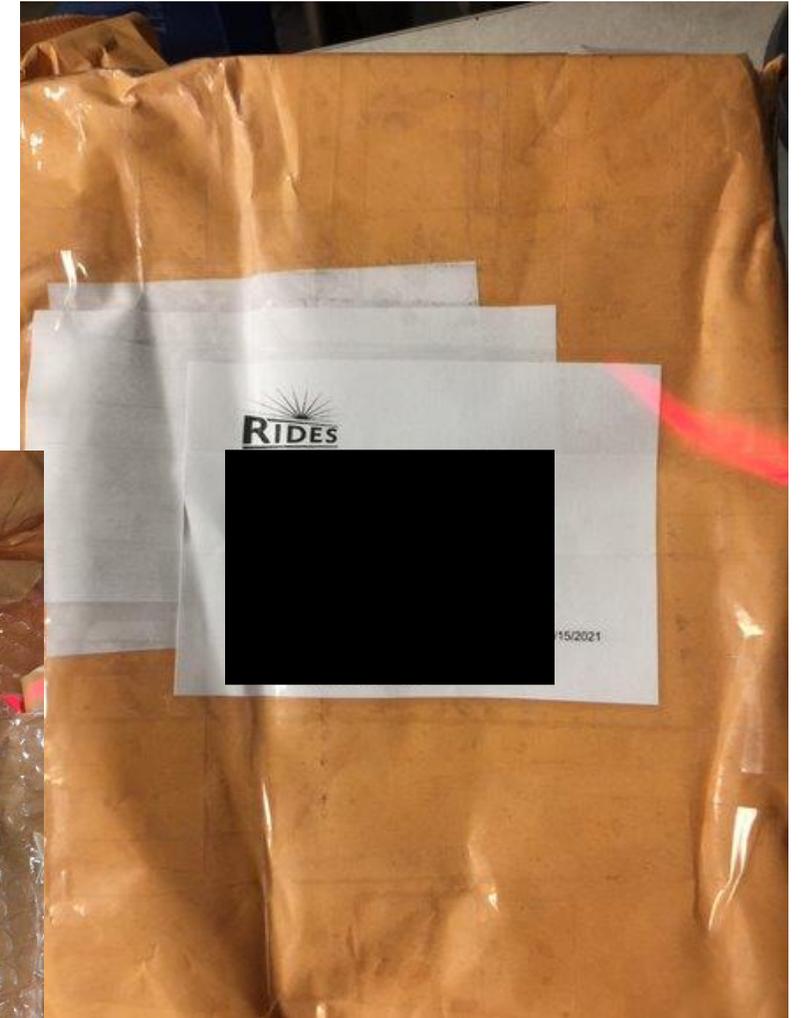


Tape is Great! (But not too much)

Do not use a crazy amount of tape.

It is a waste of resources and time.

These pictures show the entire package was wrapped with packing tape!

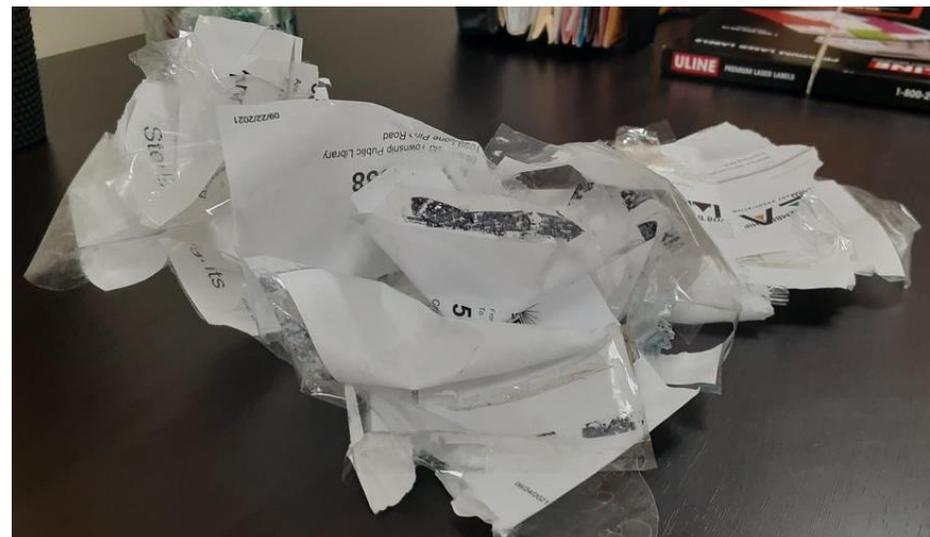




RIDES Shipping Labels



DO NOT edit shipping labels.
Some libraries receive their delivery through a central delivery site such as TLN.



All of these shipping labels were on one package!
Please remove excess labels if possible.



Please have all staff review the RIDES Procedures
<https://mcls.org/ridesprocedures>

Questions?

Contact us using the RIDES Assistance Form
<https://mcls.org/rideshelp>