

Box Packing Information



Preparing the box

Boxes should be sealed with clear packing tape, both the bottom and top to support the integrity of the box.

In the box

Fiction and non-fiction titles can be combined in the same box.

Reading materials traditionally used in English class can be packed together. Consider asking the department/division head which titles would be appropriate for certain grades/reading levels.

Never pack English and French books together in a common box.

Magazines are never acceptable. (They often contain culturally insensitive ads).

Before taping the top of the box, be sure you've placed a **Packing Postcard** in every box, noting your school's name. Recipient schools love to know who helped stock their classrooms and libraries!

On the box

Organizing inventory for shipment depends on box labelling accuracy. The side of our boxes feature a labeling key, (RIGHT).

A simple check mark in the Fiction or Non-Fiction categories is sufficient.

Academic resources should be identified by title or subject of text (e.g. "20 Grade 3 spellers").

For French books: simply note "FRENCH MATERIAL" in the blank lines. Be sure you also specify grade level.

Boxes, boxes and more boxes

Always fill a box. When boxes are partially filled, they will collapse under the weight of other boxes and can cause damage to books.

Place books of similar size together, with spines aligned. This allows a box to be filled efficiently.

The weight of a box

Use good judgment. Boxes must not be so heavy that they cannot be safely lifted by students when loading the truck.

CONTENTS

FICTION or NON-FICTION

- ☐ Early Primary Readers
- ☐ Late Primary/ Junior Readers
- ☐ Intermediate/ Senior Readers

☐ ACADEMIC RESOURCES

Grade level	Text title
_____	_____
_____	_____
_____	_____
_____	_____