Rotarian
CNY Books for the World, Inc.

What Kind of Books to Pack:

- **Gently used** or **new**, children's books and K thru 6th Elementary School books
  - o **Textbooks** - K thru 12th grades (gently used or new). Sets of 10 or more of same title with associated teacher's materials, when available. If there are multiple boxes of the same title for Text Books, then write the name of the title on the carton just below the contents label and mark the multiple boxes as: 1 of 3, 2 or 3, etc. Indicate if a teacher's manual is in a specific carton.
- **Library Books** – All library books in good condition, except service manuals. **Do not mix** with pallets of K through 12th grade text books.
- **College text books** - can be included in pallet of library books
- **Encyclopedias** – We accept only full sets, less than 20 years old and acceptable for children's use.
- *Magazines* - National Geographic & Smithsonian only
- *Professional Books* - Current medical, etc. Law (current international law only)
- **NO REPAIR manuals**
- *When in doubt,* call your regional-rep. or Pete Cardamone at 585-750-7211

Packaging Tips:

SORT BOOKS BY SIZE.
- **LARGE**
- **MEDIUM**
- **SMALL**

PACK THE LARGE FIRST, THEN THE MEDIUM, AND FILL IN WITH THE SMALL, LAYING FLAT (standing on end can break the spine)

BE SURE BOX IS FULL TO THE TOP, THEN TAPE SHUT.

LOAD BOX TO THE TOP (see page 2)
- **TAPE top bottom across the 12" width and the 18" length on the seam (see picture to left).**
- **LABELS – On Top & End of carton**

Contents: Upon completion, mark the type of books in the Contents label on the box.

- ❑ Children's Books
- ❑ Primary School - Text Books
- ❑ Secondary School - Text Books
- ❑ College - Text Books

- ❑ Fiction
- ❑ Non-Fiction
- ❑ Reference Books
- ❑ Professional (type, subject, etc.)
- ❑ Other (indicate type, subject, etc.)

Packing Instructions:

Packing Instructions for the Rotarian CNY Books for the World, Inc. Project

Boxes of books are stored 3 pallets high.

Therefore books must be **filled to the top** or the boxes will be crushed.

THANKS for your support!

Book spines are oriented back-to-back where possible

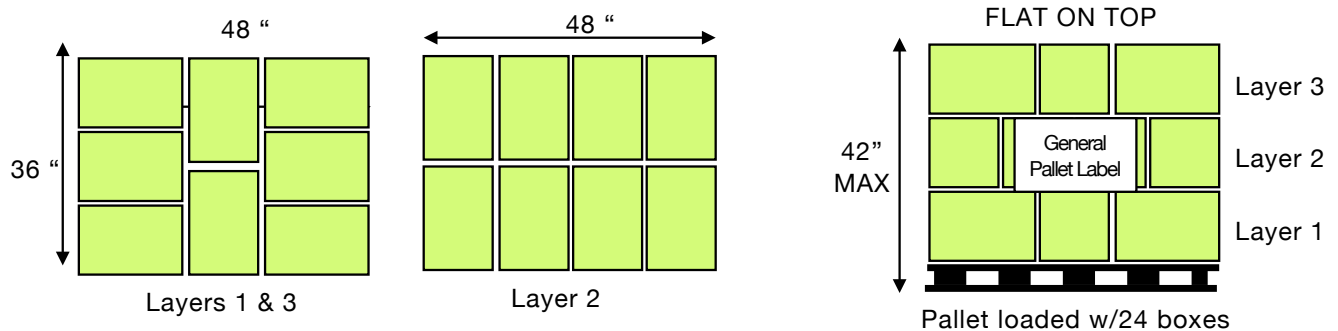Always stack books _horizontal (flat)_ in the box.

OK

DO NOT PLACE BOOKS WITH SPINES FACING THE TOP OF THE BOTTOM OF THE BOX

Only Include Full Boxes in the Pallet Load

NO!

Pallet Loading: Load a standard 42 x 48 inch pallet with 24 cartons. (a 48 x 48 pallet may be used, and load it as follows); 8 cartons per layer, 3 layers with each layer alternated as pictured below and not to exceed 42" high, including the pallet. _Load the pallet so that the maximum number of content labels show._

48 "

36 "

Layers 1 & 3

48 "

Layer 2

FLAT ON TOP

42" MAX

Layer 3

General Pallet Label

Layer 2

Layer 1

Pallet loaded w/24 boxes

Placard the pallet on all four sides with General Pallet 11" x 8.5" Content Description labels (these can be downloaded for the Tool Box web-page)

Display Labels & Flyers – Goto the **Pack&Ship** page of the website to download additional display labels and/or flyers. **http://cnybooksfortheworld.org/**

Contact Info.: Proj. Coordinator: Pete Cardamone, peterf7150@gmail.com, 585.750.7211