Delivery Recommendations for New Buildings and Renovations

- Parking overhead to accommodate vehicles 11 feet high.

- As much as possible, design easy in and out access to the delivery parking location by eliminating overhead obstacles and minimizing vehicle backing and tight maneuvering.

- Easy access to entrance from parking/loading area. The shorter the distance we need to transport materials from our vehicle to the delivery entrance, the less chance for driver injury and/or material damage from a spill. This includes having a path that is absent of steps and curbs and is pitched to avoid ice build-up along entrance path.

- Separate entrance from patron entrance. With the volume of material being brought in, it is more convenient and safer for delivery staff, library staff and patrons if loaded hand-trucks are taken through a separate entrance.

- 36 inch entrance door or larger that is able to stay in open position.

  This provides adequate clearance and safely allows the delivery person to use both hands when transporting materials, thus preventing injury and damage to property.

- Have an unobstructed path or locate entrance in close proximity to the work area where staff will want materials exchanged to minimize lifting and moving baskets of materials and prevent bumps and nicks from the driver moving materials through the building.

- Design delivery entrance, delivery exchange site, staff work area, book drop placement and circulation desk area to facilitate material handling efficiency, staff safety and to accommodate for delivery volume growth.

- Designing a flexible staff work area to handle all material processing and sorting located adjacent to the circulation desk will provide you with the best ability to develop efficient material handling procedures.

- Consider furnishing staff work area with multi-position workstations to ease the strain and fatigue associated with repetitive motion tasks. The ability to raise and lower the desk height of staff terminals used for processing delivery and holds can reduce the amount of bending, lifting, and over-reaching staff may be required to do.

- Consider the potential use of delivery carts when planning the library’s circulation area and/or separate workroom areas where delivery materials will be processed. Delivery can provide dimensions or samples of the carts to assist architects and building design consultants.