Packing and Moving Library Materials
MIT Libraries Curation & Preservation Services
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Packing Bins and Paige boxes
- Place books flat or spine-down—never on edge.
- Place larger and heavier items towards the bottom of the bin.
- Don’t jam items in gaps along the slanted sides of plastic bins.
- Never fill higher than the top edge. Lids on Paige boxes must fit snugly.
- So that bins can be handled safely:
  o Distribute weight evenly across the bin.
  o Don’t block the hand holds
  o Limit the weight of packed bins to 40 pounds

Bonus tip: don’t leave anything, ever, on top of the incoming mail trucks. This gives Delivery Services staff a clear space to place heavy incoming bins.

Moving bins and Paige boxes
- Because the bins do not have lids, they should not be stacked on top of one another.
- Don’t leave boxes and bins on the floor, where they are at risk of water damage from leaks and condensation.
- Boxes should be stacked no more than 3 or 4 high—both for safety and to protect the items in the bottom box from being crushed.

Moving materials on book trucks
- If practical, keep the truck bottom-heavy so it is less likely to tip.
- If books are too tall to fit, place them flat or spine down.
- Make sure the truck will fit through doorways – don’t overload.