AMH - Automatic Materials Handling

Instructions on emptying the AMH bins for CC1’s

The AMH sorts items into the bins depending on the type of items, such as videos, non-fiction, fiction, genre, large print, new books, audio books, and youth items.  Directly across from the bins are 8 carts that these returned items are placed on.

1. **Empty the bins onto the appropriate cart.**

Each cart has a removable blue card that explains what items are placed on that certain cart, and how to sort them. For example, the Dewey bin states that 0-300’s on the top shelf, 400-600’s on the middle shelf, etc.  The bottom rows of all the carts, except DVD and Youth, should remain empty (unless the card specifies otherwise).

As you are emptying the bins to the carts – please ensure that the materials in the bins do belong to that bin. Whenever you come across an item that does not belong in any bin, please put it back on the AMH at the book drop induction point so the item will re-sort. If it continues to sort incorrectly, put a note on the item and leave it on a cart near the staff station, so staff can address the problem.

When the Barkman, Lamb, or Pueblo West bin is full, please replace it with a bin from our stack. You should switch the destination card on the end of the bin.

1. ***Push* the blue button to the right of the bin you emptied.**

The computer “counts” each item that goes into the bin, and causes the blue button to light up when the pre-determined limit is reached. Pushing the blue button resets the counter for the bin, and reduces unnecessary alerts.

1. **Empty the Exceptions Bin.** At the very end of the conveyor belt is the exception bin. These are items with holds, missing pieces, or in transit.
	* 1. Take ONE item out of the exception bin.
		2. Place it on the white stand under the AMH computer, a beep will sound if it was able to read the tag.
		3. **If it is a hold**, a receipt will automatically print. Double check that the receipt item id matches the barcode, and place the slip in the middle of a book, or under the plastic of an AV item.  Place in a stack on hold shelf.
		4. **If slip prints a branch name**, place in the appropriate transit bin.
		5. **If it doesn’t print a receipt**, place the item back onto the conveyor belt to give AMH another chance to sort correctly.