

OWLSNET TRANSIT SLIPS PROCEDURE

OWLSnet libraries have agreed to the following procedures for sending OWLSnet materials to other OWLSnet libraries.

- All libraries will use the CARL transit slips, which print from the receipt printer after answering OK to put item in transit when checking an item in.
 - Exception: Items for the SCLS delivery system (ILL) should use the pink transit slips IF their paperwork isn't clear on routing. See below.
 - Exception: Items from another system that have been returned to their library and there's no paperwork attached should use the pink transit slips. See below.
- All items in transit must have their own slip. Groups of items may not be rubber-banded together with only one slip.
- Items can be bundled together under the following circumstances:
 - Each item must have its own transit slip
 - Items to be bundled must be the same size and type
 - Bundles must be no more than three inches high
 - Holds must be bundled separately from returns
- Transit slips should be inserted up to the dotted line for books, CDs, and DVDs. Rubber bands should be used to hold the items together when necessary. Slips should not be placed inside the plastic CD or DVD cover.
- Magazines should be sent in routing envelopes. Libraries may choose from two methods for routing:
 - Fill out the interoffice envelopes, making sure that previous entries are crossed out.
 - Tape the transit slip to the interoffice envelope using removable tape.
- In order to keep the transit slips face up in the bins, the slips should be placed in the item, so they are legible from the front of the item.

The image shows a pink transit slip form with the following handwritten entries: "Route to Winnefox (System Delivery Hub)", "For Menasha P.L. (Receiving Library)", "Date 4/27/23", "Notes courtesy return", and "From OWLS". Three arrows point from the form to labels: one from "Winnefox" to "Name of the library SYSTEM it's GOING to", one from "Menasha P.L." to "Name of the LIBRARY it's GOING to", and one from "OWLS" to "Name of the library who is SENDING the item (your library)".

Route to <u>Winnefox</u> <small>(System Delivery Hub)</small>	←	Name of the library <u>SYSTEM</u> it's GOING to
For <u>Menasha P.L.</u> <small>(Receiving Library)</small>	←	Name of the <u>LIBRARY</u> it's GOING to
Date <u>4/27/23</u>		
Notes <u>courtesy return</u>		
From <u>OWLS</u>	←	Name of the library who is <u>SENDING</u> the item (your library)

Wisconsin Libraries Delivery Network

