

INSTRUCTIONS for completing routing slip:

1. Clearly print library routing number, shipping date and library name.
2. Use the Remarks section to indicate name of branch library or person to whom the material is being sent.
3. Fold this part of form inside material being sent and secure with elastic.
4. Put material in designated ILL pickup box or area.

Fold on dotted line.

This portion remains in book.

Fold routing information over front cover and secure with rubber bands.

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TO

Library #: _____

Shipping Date: _____

Town (if not in Library Name): _____

Library Name: _____

TO

Library #: _____

Shipping Date: _____

Town (if not in Library Name): _____

Library Name: _____

FROM

Library #: _____

Library Name: _____

- ILL request (requestIT CT) borrowIT CT Return*
- ILL request (Other) ILL return (requestIT)
- System hold request ILL return (Other)
- System hold return
- Fines Paid

*Date returned by patron: _____

FROM

Library #: _____

Library Name: _____

- ILL request (requestIT CT) borrowIT CT Return*
- ILL request (Other) ILL return (requestIT)
- System hold request ILL return (Other)
- System hold return
- Fines Paid

*Date returned by patron: _____

Remarks: _____

Remarks: _____

deliverIT CT is coordinated by: *rev: Oct 2017*
 Connecticut State Library
 231 Capitol Ave. | Hartford, CT 06106
 and is funded by the State of Connecticut with support from IMLS
 under the provisions of the Library Services and Technology Act.

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