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.

TO
Library #: __________
Shipping Date: ________________________
Town (if not in Library Name): ______________
Library Name: __________________________

FROM
Library #: ________________
Library Name: __________________________

☐ ILL request (requestIT CT)  ☐ ILL return (requestIT)  ☐ System hold request  ☐ Fines Paid
☐ ILL request (Other)  ☐ ILL return (Other)  ☐ System hold request  ☐ Fines Paid
☐ System hold request  ☐ ILL return (requestIT)  ☐ ILL return (Other)  ☐ System hold return
☐ Fines Paid  ☐ ILL return (requestIT)  ☐ ILL return (Other)  ☐ System hold return
☐ Fines Paid

*Date returned by patron: ________________________
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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