### 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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<table>
<thead>
<tr>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library #:</strong> ______</td>
<td><strong>Library #:</strong> ______</td>
</tr>
<tr>
<td><strong>Date item set out for pickup:</strong> ______</td>
<td><strong>Library Name:</strong> ______</td>
</tr>
<tr>
<td><strong>Town (if not in Library Name):</strong> ______</td>
<td><strong>Library Name:</strong> ______</td>
</tr>
<tr>
<td><strong>Library Name:</strong> ______</td>
<td><strong>Library Name:</strong> ______</td>
</tr>
</tbody>
</table>

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

*Date returned by patron: ________________

Remarks: ________________________________

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231 Capitol Ave. | Hartford, CT 06106  
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