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 CT)

Remarks: ____________________________
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

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